

**Office of the Clerk/Treasurer**

W240N3065 Pewaukee Road  
Pewaukee, WI 53072  
(262) 691-0770 Fax 691-1798

**COMMON COUNCIL  
MEETING NOTICE AND AGENDA  
Monday, December 16, 2019  
7:00 PM**

Common Council Chambers ~ Pewaukee City Hall  
W240 N3065 Pewaukee Road ~ Pewaukee, Wisconsin

- 
1. Call to Order and Pledge of Allegiance
  2. Public Comment - Please limit your comments to two (2) minutes, if further time for discussion is needed please contact your District Alderperson prior to the meeting.
  3. Consent Agenda
    - 3.1. Approval of the Common Council Meeting Minutes Dated November 18, 2019
    - 3.2. Approval of the Common Council Meeting Minutes Dated December 2, 2019
    - 3.3. Approval of Accounts Payable Listing
    - 3.4. Approval of Bartender Licenses
    - 3.5. Concur With the Recommendation of the Employee Services Committee to Approve the Proposed Employee Handbook Revision
  4. Discussion and Possible Action to Authorize Expenditures in the Amount of \$18,104.32 to Pay for Fire Equipment out of the Contingency Fund [Chief Bierce]
  5. Discussion and Possible Action to Request Assistance for Firefighter Grant [Chief Bierce]
  6. Discussion and Possible Action Regarding the Police Services Contract with the Waukesha County Sheriff's Department for the Years of 2020 - 2024 [Klein]
  7. Discussion and Possible Action Regarding the 2020 Agreement for Building Inspection Services with the Village of Pewaukee [Fuchs]
  8. Discussion and Possible Action Regarding the Approval and Posting of the Housing Affordability Analysis and New Housing Fee Report as Required by Wisconsin State Statutes Sections 66.10013 and 66.10014 [Fuchs]
  9. Discussion and Possible Action to Award the 2019 Sanitary Sewer Rehabilitation Contract for Rockwood Drive and Busse Road to the Lowest Qualified Bidder [Wagner / Mueller]
  10. Discussion and Possible Action Regarding a Potential Urban Planning/Sustainability Capstone Project by a Graduate Student from the University of Wisconsin - Milwaukee. [Grosch]
  11. Discussion and Possible Action to Support the Restoration of Eminent Domain Rights to County Boards, City Councils, Village Trustees, Town Boards and the Wisconsin Department of

Transportation [Grosch]

12. Discussion and Possible Action to Approve **Resolution 19-12-30** Revising the 2020 Residential Impact Fee to \$993.00 [Klein]
13. Public Comment - Please limit your comments to two (2) minutes, if further time for discussion is needed please contact your district Alderperson prior to the meeting.
14. Closed Session – You are hereby notified that the Common Council and staff of the City of Pewaukee will convene into closed session after all regular scheduled business has been concluded and upon motion duly made and seconded and acted upon by roll-call vote as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:
  - §19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically related to the Public Works Director.

You are further notified that at the conclusion of the Closed Session, the Common Council may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

15. Adjournment

Kelly Tarczewski  
Clerk/Treasurer

December 11, 2019

**NOTICE**

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 3.1.**

**DATE:** December 16, 2019

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Approval of the Common Council Meeting Minutes Dated November 18, 2019

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 3.2.**

**DATE:** December 16, 2019

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Approval of the Common Council Meeting Minutes Dated December 2, 2019

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***



**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 3.3.**

**DATE:** December 16, 2019

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Approval of Accounts Payable Listing

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

A/P 12/16/2019

<b>ACCOUNTS PAYABLE</b>	<b>12/16/2019</b>	<b>TOTAL:</b>	<b>\$ 306,671.38</b>
<b>Vendor Name</b>	<b>Document Date</b>	<b>Document Amount</b>	<b>Transaction Description</b>
1ST AYD	11/12/2019	\$ 55.75	FD WIPES
ADVANCED DISPOSAL	10/31/2019	\$ 4,920.56	HWY RECYCLE
ALESCI HOMES	11/27/2019	\$ 500.00	BLD OCC BND RFND 190044
ARAMARK	11/14/2019	\$ 72.72	HWY PANTS
ARAMARK	11/7/2019	\$ 72.72	HWY PANTS
ARAMARK	10/31/2019	\$ 72.72	HWY PANTS
ARAMARK	11/21/2019	\$ 72.72	HWY PANTS
ASSESSMENT TECHNOLOGIES LLC	11/26/2019	\$ 17.50	IT SUPPORT THROUGH 12/2
BATTERIES PLUS BULBS	11/20/2019	\$ 35.95	FD BATTERIES
BILL'S POWER CENTER	10/29/2019	\$ 142.89	HWY COIL
BOUCHER CHEVROLET	10/10/2019	\$ 6.55	FD CAP FOR TAHOE
BUMPER TO BUMPER HARTLAND	11/7/2019	\$ 38.75	HWY AIR FILTER
BUMPER TO BUMPER HARTLAND	11/7/2019	\$ 19.47	HWY AIR FILTER
CASH	12/5/2019	\$ 600.00	CT PETTY CASH FOR TAX COLLECT
CHA CONSULTING INC	11/26/2019	\$ 3,250.00	ENG GEOTECHNICAL REVIEW SERVIC
CINTAS CORP.	11/25/2019	\$ 61.14	FD MATS
CINTAS CORP.	11/4/2019	\$ 222.51	HWY FIRST AID SUPPLIES
COMPASS MINERAL	11/11/2019	\$ 6,364.09	HWY STONE
COMPASS MINERAL	11/12/2019	\$ 23,371.31	HWY COARSE W/YPS
COMPASS MINERAL	11/12/2019	\$ 28,533.25	HWY COARSE W/YPS
COMPASS MINERAL	11/13/2019	\$ 1,716.20	HWY COARSE W/YPS
COREY OIL	11/1/2019	\$ 6,964.87	HWY GAS
EHLERS & ASSOCIATES, INC	10/16/2019	\$ 400.00	CT REFUNDING BONDS
ELLIOTT ACE HARDWARE	11/19/2019	\$ 94.83	HWY BOLTS
ELLIOTT ACE HARDWARE	10/31/2019	\$ 6.99	HWY CORRUGATED SHEET
FIRE SERVICE INC	11/18/2019	\$ 708.33	FD TRANSDUCERS REPAIR
FORCE AMERICA, INC.	11/7/2019	\$ 472.11	HWY WING LOCK
GENERAL COMMUNICATIONS INC	11/22/2019	\$ 125.00	FD CHEMISTRY CHARGER
GEO-SYNTHETICS SYSTEMS LLC	10/17/2019	\$ 68.12	SWM CITY HALL LANDSCAPE
HAWKINS, INC.	11/19/2019	\$ 2,417.47	SW SODIUM SILICATE
HEARTLAND BUSINESS SYSTEMS	11/20/2019	\$ 1,100.00	IT REMOTE CONSULTING
HEARTLAND BUSINESS SYSTEMS	11/22/2019	\$ 1,912.50	IT SECURITY PEN TEST
HOMES BY TOWNE OF WISCONSIN	11/27/2019	\$ 500.00	BLD OCC BND RFND 190406
HUMPHREY SERVICE PARTS, INC	10/30/2019	\$ 207.20	HWY OIL AND AIR FILTERS
HUMPHREY SERVICE PARTS, INC	10/15/2019	\$ 40.67	HWY OIL FILTERS
INT'L. INST. OF MUNICIPAL CLERKS	9/23/2019	\$ 110.00	CT MEMBERSHIP DEPUTY CLERK
JENSEN EQUIPMENT	11/5/2019	\$ 27.90	HWY PICCO NARROW
JENSEN EQUIPMENT	11/5/2019	\$ 56.70	HWY PROPANE
JENSEN EQUIPMENT	10/25/2019	\$ 35.84	HWY PROPANE
JX TRUCK CENTER	10/29/2019	\$ 6,136.51	HWY ENGINE REPAIR
JX TRUCK CENTER	10/31/2019	\$ 16.24	HWY CLAMP HOSE
KAESTNER AUTO ELECTRIC CO.	11/7/2019	\$ 179.00	HWY STAKE W/ REFL
KAESTNER AUTO ELECTRIC CO.	11/6/2019	\$ 358.00	HWY STAKE W/ REFL
KAESTNER AUTO ELECTRIC CO.	11/20/2019	\$ 179.00	HWY STAKE W/ REFL
KEN WEBER TRUCK SERVICE	8/20/2019	\$ 1,468.50	FD REPLACE STARTER

KEN WEBER TRUCK SERVICE	8/28/2019	\$	121.50	FD RADIATOR HOSE
LARSON, CHERRIE	12/5/2019	\$	358.80	P&R HOLIDAY GIFT WORKSHOP
LAWN BOYZ CUSTOM CARE	11/28/2019	\$	2,295.84	CT CEMETARY LAWN CARE
LEVEL UP CONSTRUCTION	12/4/2019	\$	64,600.00	AD CONTRACTOR PMT
MENARDS	11/24/2019	\$	47.46	FD TANK EXCHANGE
MENARDS	11/12/2019	\$	19.98	HWY POST SUPPORT
MENARDS	11/1/2019	\$	29.74	HWY VENT CLIPS
MENARDS	10/31/2019	\$	19.99	HWY WH SEAT
MENARDS	11/20/2019	\$	16.09	HWY SCREWS AND WASHERS
NATIONWIDE RETIREMENT SOLUTIONS	12/4/2019	\$	1,585.09	CT RETIREMENT PAY DATE 12/6/19
NATIONWIDE RETIREMENT SOLUTIONS	12/4/2019	\$	1,585.09	CT RETIREMENT PD 11/22/19
NATIONWIDE RETIREMENT SOLUTIONS	12/4/2019	\$	1,585.09	CT RETIREMENT PD 11/8
NEENAH FOUNDRY COMPANY	11/13/2019	\$	120.00	HWY SOLID PLATEN LD
OFFICE COPYING EQUIPMENT, LTD	11/29/2019	\$	116.42	CT SHARP MX6240N CONTRACT
OFFICE DEPOT	11/15/2019	\$	16.66	BLD OFFICE SUPPLIES
PARKING LOT MAINTENANCE	11/11/2019	\$	15,840.00	HWY ASPHALT PAVING
PARKING LOT MAINTENANCE	11/11/2019	\$	17,855.00	HWY ASPHALT PAVING
PAYNE & DOLAN	10/31/2019	\$	110.00	SWM STONE
PAYNE & DOLAN	9/19/2019	\$	315.13	SWM STONE
PAYNE & DOLAN	10/31/2019	\$	209.59	SWM STONE
PAYNE & DOLAN	10/24/2019	\$	371.68	SWM STONE
PEWAUKEE, CITY OF	12/9/2019	\$	234.00	CT TAX ROLL ERROR - SWG 2019
PEWAUKEE, VILLAGE OF	11/21/2019	\$	340.18	FD PLANNER CHG
PEWAUKEE, VILLAGE OF	11/14/2019	\$	105.00	FD PLANNER CHG
PEWAUKEE, VILLAGE OF	12/4/2019	\$	67,684.50	CT DEC 2019 JOINT LIBRARY
PEWAUKEE, VILLAGE OF	12/5/2019	\$	3,768.08	CT PARK & REC SPLIT OCT 19
PEWAUKEE, VILLAGE OF	12/5/2019	\$	12,001.55	CT LIFEQUEST NOV
POMP'S TIRE SERVICE, INC.	8/29/2019	\$	317.80	FD TIRE SERVICE
POMP'S TIRE SERVICE, INC.	9/17/2019	\$	1,544.18	FD TIRE SERVICE
PREMIUM WATERS, INC	11/6/2019	\$	36.75	HWY WATER
PREMIUM WATERS, INC	11/20/2019	\$	53.25	HWY WATER
R&W TRUCKING INC	11/19/2019	\$	120.00	BLD PLUMB PERMIT RFND 191370P
RAVI VISARAPY	11/27/2019	\$	61.40	CRT BALANCE REFUND CITATION
REACH	12/4/2019	\$	700.00	IT ELECT DISPLAY LICENSE RENEW
RONALD CHESKE	12/5/2019	\$	100.00	P&R ELIVIS PRINCE SHOW
ROTROFF JEANSON & CO.	11/18/2019	\$	1,168.00	CT ASSIST WITH BUDGET
SHAWNS DEER PICK UP	9/1/2019	\$	208.00	HWY DEER PICKUP
SHAWNS DEER PICK UP	11/13/2019	\$	364.00	HWY DEER PICKUP
SHIELD SOLUTIONS	11/23/2019	\$	250.50	FD PAIL VEHICLE WASH
STANSEN BUILDING & REMODELING	11/19/2019	\$	1,512.00	BLD IMPACT FEE RUFND 191676B
Strand Associates, Inc	11/12/2019	\$	7,536.01	SW CAPACITY REVIEW
TD AMERITRADE TRUST COMPANY	12/4/2019	\$	50.00	CT LOAN REPAYMENT PD 11-22-19
TD AMERITRADE TRUST COMPANY	12/4/2019	\$	50.00	CT LOAD REPAYMENT PD 11-8-19
TD AMERITRADE TRUST COMPANY	12/4/2019	\$	50.00	CT LOAN REPAYMENT PD 12-6-19
TENNYSON, TODD	11/7/2019	\$	125.00	HWY BOOT REIMBURSEMENT
TRI-TOM, LLC	10/31/2019	\$	11.18	FD POSTAGE
U.M.A. SPECIALTIES	12/9/2019	\$	100.00	SW EMBROIDERY
USA BLUEBOOK	11/14/2019	\$	281.99	SW FUNCTION VALVE AND ASSEMBLY
Waldschmidt's Town & Country Mart	10/31/2019	\$	44.14	HWY PLUG

WAUKESHA LIME & STONE CO.	10/31/2019	\$	328.39	SWM STONE
WAUKESHA LIME & STONE CO.	10/24/2019	\$	104.04	SWM STONE
WAUKESHA PROFESSIONAL FIREFIGHTERS .	12/4/2019	\$	1,703.87	CT UNION DUES DECEMBER CONT.
WELLSPRING CONSTRUCTION GROUP	11/27/2019	\$	3,725.00	AD CONSTRUCTION FEES
WISCONSIN LEGAL BLANK	11/20/2019	\$	49.95	BLD BUSINESS CARDS CE
WISCONSIN LEGAL BLANK	11/20/2019	\$	49.95	CT BUSINESS CARDS
ZORN COMPRESSOR & EQUIPMENT	11/15/2019	\$	940.94	HWY VALVES

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 3.4.**

**DATE:** December 16, 2019

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Approval of Bartender Licenses

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

Bartenders 12/16/2019

<b><u>Individual Name</u></b>	<b><u>Establishment Name</u></b>	<b><u>Type</u></b>
Marcy, Celena L	Point Burger Bar	New

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 3.5.**

**DATE:** December 16, 2019

**DEPARTMENT:** Employee Services

**PROVIDED BY:** Kelley Woldanski

***SUBJECT:***

Concur With the Recommendation of the Employee Services Committee to Approve the Proposed Employee Handbook Revision

***BACKGROUND:***

The Employee Handbook revision was started in January of this year. Input on the current Handbook was gathered from employees on three different occasions. The Handbook was then reviewed by legal counsel as well as the previous Human Resources Director for any necessary updates. The revised version was sent back out to employees for comments or concerns on the proposed changes.

The Employee Services Committee met on December 10th and reviewed the proposed revision. Changes included adding the Core Values from the Strategic Plan, a change in section reference to the correct section and changing "vision" in reference to insurances to "optical" for consistency.

Attached you will find the memo to employees outlining the significant changes as well as red-lined copy of the Handbook.

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

Memo to employees about changes

2019 Handbook with redline revisions



## Employee Services Department

W240 N3065 Pewaukee Road  
Pewaukee, Wisconsin 53072  
Phone (262) 691-6028  
Fax (262) 691-6009

### ES Memorandum

TO: All Employees

DATE: November 13, 2019

RE: 2019 Employee Handbook Revision

Attached is a red-lined version of the 2019 proposed Employee Handbook, we are looking for any feedback or concerns by **December 2<sup>nd</sup>**. I thought it was best to outline what the proposed major changes are as the redlining is a bit overwhelming. Below is a summary of the changes:

- Section III – Equal Opportunity Employment has been reorganized to follow a certain order and minor language changes were made to be legally compliant.
- Section IV – Hours of Work, Attendance and Pay Policies
  - Part A: combines language of office hours to include Fire Department rather than having it separately stated.
  - Part D: change of the doctor's excuse requirement when missing work for 3 days unless deemed necessary by the Director of People & Culture to ensure you can safely return to work and/or if accommodations are needed.
  - Part E: clarification of overtime calculation to be per week within the pay period and clarification of drive time as hours worked when called back into work.
  - Part G: **Removal of the ability to carry-over 40 hours of compensatory time from year to year.** All comp time unused at the end of the year will be paid out at the straight time rate for that year. This is due to a reporting requirement of WRS which states that per the 2011 Wisconsin Act 32, effective July 1, 2011, comp time is reportable for WRS and if it is NOT reported within the same year it is accrued, **both** the employee and employer are liable for back contribution and interest payments. To save the employee and the City on these back contribution and interest payments, it was advised to remove this policy. Employees can still accrue up to 80 hours of comp time in one year however they will no longer be allowed to carry over 40 of those hours into future years.
- Section V – Time Off and Leave of Absence Policies
  - Part A: removal of requirement to work the scheduled workday immediately preceding and following the holiday and change of language about working on a holiday in that the holiday time must be used within the same year instead of used within 6 months.





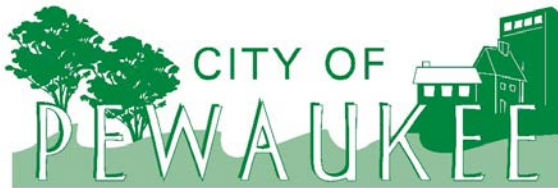
## Employee Services Department

W240 N3065 Pewaukee Road  
Pewaukee, Wisconsin 53072  
Phone (262) 691-6028  
Fax (262) 691-6009

- Part D: updated language under the FMLA policy for legal compliance; removal of “Conditions of Payment of Sick Leave”.
  - Part E: removal of donated sick leave may not be used to supplement short term disability or long term disability and removal of upon termination you are paid one half of any donated sick leave (this has not been the practice).
  - Part G: change of jury duty leave being granted by Director of People & Culture rather than City Administrator.
  - Part H: removal of requirements for funeral leave (evidence of your relative’s passing) and removal of funeral leave pay not being granted during periods when you use sick or vacation (this has not been the practice).
- Section VI – Employee Benefits
  - Parts B, C & D: benefits to start the 1<sup>st</sup> of the month after your start date (removal of 30 day waiting period) and updated to allow for payroll deductions to occur before benefits start to ease payroll deductions mid-pay period.
  - Part O: addition of pre-approved locations for lodging such as VRBO or Airbnb.
  - Part Q: addition of allowance for employees to rollover boot reimbursements to be used in a different year if not needed in current year.
  - Part R: addition of Supervisor and Employee requirements in cases of worker’s compensation injuries (reporting).
- Section VII – Employment Policies
  - Part E: examples of misconduct were updated/combined to shorten the list and add clarifying language.
  - Part F: Ethics Code is being shortened to a summary since it is a stand-alone policy that employees must adhere to and is on The Loop in its entirety.
  - Part S: Medical Privacy Policy is a **NEW** policy that has been added and outlines how we strive to protect personal and medical information of our employees.
- Overall Document
  - Highlighted page number referrals throughout the document will be updated to the appropriate page reference once changes are adopted.
  - Language clean-up for legal compliance as well as updated reflection of the Department name (Human Resources vs. Employee Services).

The revisions will be going before the Employee Services Committee in early December with a Common Council approval and adoption target date of Monday, December 16, 2019.

Lastly, the handbook will be upgraded to a color version that will be created into a bookmarked PDF document for ease of finding policies. This will likely occur by the end of January.



**CITY OF PEWAUKEE**  
**EMPLOYEE HANDBOOK**

**ADOPTED JANUARY 1, 1998**  
**REVISION ISSUED SEPTEMBER 1, 2010**  
**REVISION ISSUED DECEMBER 1, 2014**  
**AMENDMENT MADE JULY 15, 2019 (VACATION POLICY)**  
**REVISION ISSUED DECEMBER 16, 2019**

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## SECTION I – INTRODUCTION

### A. WELCOME

1. We are pleased to present you with this employee handbook containing information in summary form about our workplace, the major benefits available to you, and your obligations as an employee of the City of Pewaukee.
2. The City of Pewaukee, formerly Town, became a third-class city in 1999. The City encompasses approximately 24 square miles with a current population of ~~13,728~~14,772 and an estimated daytime population as high as 70,000.
3. The City of Pewaukee is a full-service municipality. The City is governed by a part-time Mayor elected at large and a six-member Common Council, two each elected from among three aldermanic districts. The Mayor serves as the City's Chief Executive Officer, providing leadership and direction to the City's management staff. The City employs a full-time Administrator to oversee the day-to-day affairs of the City. Other City departments include Parks/Recreation, Clerk/Treasurer, Police Services, Fire, Public Works, Building Services, Assessor, City Planning, Information Technology and ~~Human Resources~~Employee Services. The City also has a Municipal Court.
4. ~~Where this handbook refers to "the City," this term refers to the City of Pewaukee as the "employer."~~

### B. PURPOSE STATEMENT

~~It is our purpose to sustain a safe, fiscally sound, and thriving community for City of Pewaukee residents, businesses, property owners and visitors.~~

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#### CORE VALUES:

- ~~Transparent, Open, and Honest Government:~~ We maintain a reputation for openness, honesty and integrity.
- ~~Accountability:~~ We take personal responsibility for our actions and hold each other to the same high standard.
- ~~Collaboration:~~ We seek partnerships to maximize resources and achieve common goals.
- ~~Dedication to Service:~~ We provide exceptional service by respectfully listening, responding to, and acting upon questions, ideas, suggestions and concerns.
- ~~Diversity:~~ We respect and embrace the uniqueness, individuality and distinctiveness of the people and places in our community. We are an inclusive community that welcomes all.
- ~~Fiscal Responsibility:~~ We strive to use public resources efficiently and effectively.
- ~~Innovation:~~ We foster positive change through creative thinking, use of new methods, and application of technology to further enhance productivity.
- ~~Environmental Conservation:~~ We encourage the identification, protection, enhancement, and preservation of the natural resources and environmental amenities of the City.

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### B. MISSION STATEMENT

~~It is the City's mission to create a safe community that is environmentally and fiscally sound, while anticipating community needs, creating partnerships, embracing diversity, and fostering sustainability and quality development. A complete copy of the City's Strategic Plan is found on the City's website [www.cityofpewaukee.us](http://www.cityofpewaukee.us).~~

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**C. THE LOOP**

The Loop is an employee-only Intranet based portal. It can be accessed by visiting the City's website, [www.cityofpewaukee.us](http://www.cityofpewaukee.us), and clicking on the "Intranet" tab at the bottom of the home page. You will be assigned login credentials at the time of hire.

The Loop gives you access to all pertinent employee information, including staff contacts, calendars, employee benefit information and forms, the Healthy Steps Wellness Program, the latest version of this handbook, safety, training, and much more.

You will be sent email notifications when new information is posted. It will be your responsibility to check The Loop on a regular basis. Paper copies of forms and other documents can be printed or downloaded to your computer from The Loop.

**D. PURPOSE OF HANDBOOK AND YOUR RESPONSIBILITIES**

1. This employee handbook has been prepared for informational purposes only. None of the statements, regulations, policies, or procedures contained herein constitutes a guarantee of employment, a guarantee of any right or benefit, or a contract of employment, expressed or implied, nor does this handbook in any way eliminate or modify the employment-at-will status of the relationship between you and the City. The regulations, policies and procedures of the City will be applied to a particular situation and interpreted by the City as it, in its sole discretion, deems appropriate. This handbook supersedes any and all previous handbooks, decisions, statements, expired collective bargaining agreements, regulations, policies, or procedures given to employees, whether verbal or written, as well as any previous versions of any policy, practice, ordinance, resolution, Common Council or Committee action pertaining to any matters addressed herein.
2. The City, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time without prior notice. No one other than the Common Council may alter or modify any of the policies in this handbook. Any such alteration or modification must be in writing. No statement or promise by an elected official, supervisor, or department head may be interpreted as a change in policy, nor will any such statement or promise constitute an agreement with any employee. You will be notified of such changes to the handbook as they occur.
3. It is your responsibility to read and become familiar with the information in the handbook and to follow the regulations, policies and procedures contained herein. Most of your questions should be answered in this handbook. If you have questions regarding the handbook or matters that are not covered, please discuss them either with your Department Head, the ~~Human Resources Director~~Director of People & Culture, or the City Administrator.
4. Scope of City Policies. This handbook cannot address every conceivable circumstance that may arise between you and the City. We consider all of our employees to be professionals, and you are expected to exercise responsible judgment. The City has sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even if they are not expressly prohibited or addressed in this handbook. The consequences for the same will depend on all relevant circumstances and may include discipline or termination ~~as the City determines~~is in its best interest and in the best interest of all employees.
5. Conflicts with Statutes, Laws, Regulations or Collective Bargaining Agreements. Should any provision of this handbook conflict with any statute, law, regulation, or a valid collective bargaining agreement to which the City is a party, the provisions of the statute, law, regulation or collective bargaining agreement shall control. Nothing in this handbook shall restrict employees from engaging in any concerted or other activity protected by Wisconsin or federal law.



## SECTION II - EMPLOYMENT STATUS

### A. NATURE OF EMPLOYMENT

~~With the exception of employees represented by a labor organization and subject to~~ Except as specified in a valid collective bargaining agreement, or as otherwise provided by law, employment with the City of Pewaukee is not governed by any written or oral contract and is considered an “at will” arrangement. This means that you or the City are able to terminate the employment relationship at any time, for any reason, so long as there is no violation of applicable federal or Wisconsin law.

### B. EMPLOYEE CLASSIFICATIONS

An employee is defined as a person who works for the City for compensation in the form of wages and excludes elected ~~and appointed~~ officials. The following classifications are maintained as part of your personnel record and determine your employee benefits. For the purpose of these classifications and this handbook, the following definitions will apply:

1. **Benefited Full-Time** – an employee who is regularly scheduled to work a 40 hour work week throughout the year. A benefited full-time employee is eligible for those benefits described in this handbook as well as any benefits that are required by law, ~~or voluntary benefits for which they may be eligible.~~
2. **Benefited Part-Time** - an employee who is regularly scheduled to work ~~30-32~~ or more hours each work week throughout the year, excepting paid-on-premises staff. A benefited part-time employee is eligible for time off and benefits described in this handbook on a pro-rated basis, as well as any benefits that are required by law, ~~or voluntary benefits for which they may be eligible.~~
3. **Non-benefited Part-Time** - an employee who is generally scheduled to work less than ~~30-32~~ hours per week throughout the year and all paid-on-premises staff. Non-benefited part-time employees are only eligible for benefits required by law, ~~or voluntary benefits for which they may be eligible.~~
4. **Temporary/Seasonal/Casual** - an employee who works full-time or part-time hours on a temporary, sporadic, varying, seasonal, or as-needed basis. These employees are only eligible for benefits required by law.
5. **Exempt** - an employee whose position meets the overtime exemption tests established by the Fair Labor Standards Act (FLSA) ~~and Wisconsin law.~~ These employees are paid on a salary basis and exempt from overtime pay requirements.
6. **Non-Exempt** – an employee whose position does not meet FLSA ~~and Wisconsin law~~ overtime exemption tests. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay.
7. **Represented** – individuals who are represented by a labor association and covered under a collective bargaining agreement with the City.
8. **Non-Represented** – individuals not covered by a collective bargaining agreement.



## SECTION III – EQUAL OPPORTUNITY EMPLOYMENT

### A. HARASSMENT POLICY

1. **Introduction.** The City of Pewaukee is committed to providing a professional work environment that maintains employee equality, dignity and respect. In keeping with this commitment, the City of Pewaukee strictly prohibits and will not tolerate discriminatory practices or harassment against its employees based on their protected class status by anyone, including any elected official, supervisor, co-worker, visitor, vendor, citizen or other person. Any ~~protected class~~ harassment based on an employee's protected class, whether verbal, physical or environmental, is unacceptable and will not be tolerated. Conduct need not be directed at a particular individual to be considered a violation of this policy. All employees must comply with this policy. Anyone who is found to violate the harassment policy will be disciplined or terminated, depending on the circumstances.

2. **Harassment.** Harassment ~~consists of~~includes any unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, including sex, color, race, ancestry, creed, religion, national origin, age, physical or mental disability, marital status, military or veteran status, citizenship status, sexual orientation, arrest or conviction record, or on the basis of any other status or characteristic protected by Wisconsin or federal law.

Harassment can take many forms, and may include, but not be limited to, epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; verbal abuse; written or graphic material that denigrates or shows hostility or aversion toward a protected class; nonverbal conduct, such as staring, or making denigrating gestures; physical conduct, such as stalking, assault, unwanted touching, and other types of verbal, physical, visual or environmentally intimidating conduct.

~~The City will not tolerate any harassing conduct that is based on a person's protected class, including that which affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.~~

3. **Sexual Harassment.** Both male and female employees are protected from sexual harassment. The City's policy prohibits ~~unwelcome sexual advances, requests for sexual favors, and other all~~ conduct whether physical, verbal, non-verbal, or visual ~~conduct that is~~ based on sex, including but not limited to:

- a. Unwelcome sexual flirtations, compliments, advances, requests, or propositions.
- b. ~~Derogatory, vulgar, obscene or foul written/oral~~Any statements of a sexual nature or referencing ones sexuality, gender, or sexual experience, sexual gestures, innuendos, suggestions, "kidding", "teasing" or jokes.
- c. Unwelcome touching, patting, pinching, brushing against another's body or attention to an individual's body and physical assault.
- ~~d. Physical assault.~~
- ~~e. Unwanted sexual compliments, innuendoes, suggestions or jokes.~~
- ~~f.d.~~ The display of sexually related or suggestive pictures or objects including emails or other computer images.
- ~~g. Sexually oriented "kidding" or "teasing."~~
- ~~h.e.~~ Foul or obscene gestures.

4. ~~**Complaint Procedure.** The City of Pewaukee is committed to maintaining a workplace free of illegal discrimination and harassment. To meet this obligation, the City will take seriously any complaints or reports of harassing or discriminatory conduct by or against any of its employees, supervisors, elected officials, visitors, vendors, citizens, or any other third parties.~~

~~The City cannot prevent or stop harassment of which it is unaware. Therefore, the timely reporting and prompt, effective resolution of complaints is crucial to preventing and ending harassment.~~

~~Anyone who has a harassment or discrimination complaint against a supervisor, co-worker, elected official, visitor, vendor, citizen or other person must bring the problem to the attention of the City of Pewaukee. Therefore, if you believe that you have experienced or witnessed conduct that violates this policy, you are responsible to report the matter immediately to your supervisor or Department Head, the Human Resources Director, the City Administrator, the Mayor, or any other member of management with whom you feel comfortable. You need not bring your complaint to your immediate supervisor first if your supervisor is the problem, or if you feel more comfortable bringing the matter to the attention of one of the other designated representatives identified. The complaint will be promptly and thoroughly investigated.~~

~~If the investigation substantiates the complaint, the City will take appropriate corrective action designed to end the harassment and prevent it from recurring. Such action may include the imposition of discipline or termination, training, referral to counseling, monitoring, demotion or reassignment, or any other action the City deems appropriate under the circumstances. The City will make follow-up inquiries in an attempt to ensure that the harassment has not resumed.~~

~~The City recognizes that the question of whether a particular action or incident is harassment contrary to the provisions of this policy requires a determination based upon all facts in each case. Given the nature of this type of discrimination, the City also recognizes that false accusations can have serious effects on innocent employees. Making intentional and knowingly false accusations of harassment will result in disciplinary action or termination.~~

- ~~5. **Confidentiality.** The City understands that matters of harassment and discrimination can be extremely sensitive, and so far as possible, will keep all employee complaints and related information in strict confidence. Disclosure will be made only when necessary to investigate and resolve the matter, and when required by law.~~

- ~~6.4. **Retaliation.** Any employee who reports an instance of harassment or discrimination, or participates in an investigation, shall be protected from any retaliatory action. Any retaliation must be reported immediately in accordance with the complaint process outlined in this policy. Any person found to have violated this retaliation prohibition will be disciplined or terminated.~~

**B. EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION/REASONABLE ACCOMMODATION**

- 1. Equal Employment and Non-Discrimination:** The City of Pewaukee is an equal employment opportunity employer. All employment decisions, including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, termination, or any other employment decision are made without regard to an individual's sex, color, race, ancestry, creed, religion, national origin, age, physical or mental disability, marital status, military or veteran status, citizenship status, sexual orientation, arrest or conviction record, or any other characteristic protected by Wisconsin or federal law.
2. Supervisors and managers shall ensure that the provisions of this section are met. It is also the duty of every employee to help create a job environment that promotes equal opportunity. Any incident or situation that you believe violates this policy should be reported using the Complaint Procedure outlined in ~~the Section C below~~, Harassment Policy, **page 7 of the handbook**.
3. Anyone found to have engaged in any type of unlawful discrimination will be subject to disciplinary action or termination. Retaliation for reporting discrimination or cooperating with an investigation will not be tolerated. Anyone found to have engaged in retaliation will be disciplined or terminated.

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4. **Workplace Accommodation for Disabilities:** The City is committed to full compliance with applicable Wisconsin and federal disability laws. ~~The City will provide reasonable accommodation to persons with known disabilities, unless to do so would cause an undue hardship on the City, within the meaning of applicable law. An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation if one exists that allows the employee to perform the functions of the employee's job unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others.~~

a. All requests for workplace accommodations should be ~~sent~~ provided to the ~~Human Resources~~ Director of People & Culture. Any supervisor or Department Head who receives a request for a workplace accommodation must forward that request to the ~~Human Resources~~ Director of People & Culture immediately. After receipt of the request, the ~~Human Resources~~ Director of People & Culture will meet with the employee to discuss all of the facts and circumstances necessary to make an accommodation determination.

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**C. Complaint Procedure.** ~~The City of Pewaukee is committed to maintaining a workplace free of illegal discrimination and harassment. To meet this obligation, the City will take seriously any complaints or reports of harassing or discriminatory conduct by or against any of its employees, supervisors, elected officials, visitors, vendors, citizens, or any other third parties.~~

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~~The City cannot prevent or stop harassment of which it is unaware. Therefore, the timely reporting and prompt, effective resolution of complaints is crucial to preventing and ending harassment.~~

~~Anyone who has a harassment or discrimination complaint against a supervisor, co-worker, elected official, visitor, vendor, citizen or other person must bring the problem to the attention of the City of Pewaukee. Therefore, if you believe that you have experienced or witnessed conduct that violates this policy, you are responsible to report the matter immediately to your supervisor or Department Head, the Director of People & Culture, the City Administrator, the Mayor, or any other member of management with whom you feel comfortable. You need not bring your complaint to your immediate supervisor first if your supervisor is the problem, or if you feel more comfortable bringing the matter to the attention of one of the other designated representatives identified. The complaint will be promptly and thoroughly investigated.~~

~~If the investigation substantiates the complaint, the City will take appropriate corrective action designed to end the harassment and prevent it from recurring. Such action may include the imposition of discipline or termination, training, referral to counseling, monitoring, demotion or reassignment, or any other action the City deems appropriate under the circumstances. The City will make follow-up inquiries in an attempt to ensure that the harassment has not resumed.~~

~~The City recognizes that the question of whether a particular action or incident is harassment contrary to the provisions of this policy requires a determination based upon all facts in each case. Given the nature of this type of discrimination, the City also recognizes that false accusations can have serious effects on innocent employees. Making intentional and knowingly false accusations of harassment will result in disciplinary action or termination.~~

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**Confidentiality.** ~~The City understands that matters of harassment and discrimination can be extremely sensitive, and so far as possible, will keep all employee complaints and related information in strict confidence. Disclosure will be made only when necessary to investigate and resolve the matter, and when required by law.~~

a. **D. Retaliation.** ~~Any employee who reports an instance of harassment or discrimination, or participates in an investigation, shall be protected from any retaliatory action. Any retaliation must be~~

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reported immediately in accordance with the complaint process outlined in this policy. Any person found to have violated this retaliation prohibition will be disciplined or terminated.

~~Amended 7/15/19~~

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## SECTION IV - HOURS OF WORK, ATTENDANCE AND PAY POLICIES

### A. OFFICE HOURS

1. The City administrative offices shall be open and adequately staffed as determined by the Common Council, consistent with the City's function as a public agency. Regular office hours are from 8:00 AM to 4:30 PM. This 8.5 hour day includes a one-half hour unpaid lunch period. Department Heads may vary your hours of work or meal periods, but should strive to keep the administrative offices of their departments staffed during the work day. You will be notified of your regular hours of work and starting and ending times upon hire and thereafter as they may change from time to time. The City Administrator must be notified of any on-going variance in an employee's hours. The Fire Department operates on a 24 hour / 7 day per week schedule and sets the schedule of staff as necessary.
2. ~~The Office of the Fire Department shall be required to be open during the same periods as the City administrative offices, however, such offices may also be required to be open at other times and for periods substantially different than the City administrative offices.~~

### B. WORK HOURS

1. ~~For most full-time staff. Generally,~~ the regular work week ~~for full-time City employees~~ will be 40 hours, excluding meal periods, performed in five, eight-hour work days from Monday through Friday. Specific hours of work shall be as decided by the Department Head. Department Heads may authorize temporary variations in your work schedule to accommodate your or departmental needs, or to eliminate or reduce overtime. Hourly employees may choose to take their lunch at their work stations, with Department Head permission, but may not perform any work during their lunch period. Employees in the Fire Department may have different hours, and the hours for represented employees are set forth in the applicable collective bargaining agreement.
2. **Expectations of Exempt Employees.** Exempt employees are expected to work a normal full-time 40 hour work week and any additional hours that are required by their work load, which can include special and regular meetings and events outside of normal hours. In return, you may occasionally take time off without claiming time from your accrued leave banks when the work load of your office permits, provided that you let your Department Head know, ~~or in the case of Department Heads, you advise the City Administrator.~~ This benefit does not accrue and does not constitute compensatory time; use of personal time on an hour for hour basis for time worked in excess of a 40 hour work week is not permitted.

### C. TIME-KEEPING

#### 1. Non-Exempt Employees

- a. You shall maintain a daily attendance record in the format provided by the City. This record shall reflect, on a daily basis, your start and end times, overtime hours worked, and all absences, including sick leave, holidays, vacation, other types of leaves permitted as set forth in this handbook, time missed due to worker's compensation, compensatory time, and so forth. You are responsible for keeping an accurate record of your time. You must certify the accuracy of your time report by signing it, or by forwarding it by email for approval to your supervisor. If any corrections or modifications are to be made to the time record, both you and your supervisor must verify the accuracy of the changes by initialing the record or otherwise recording approval of the change/modification at the time that you are aware a change is needed.
- b. Employees must completely and accurately record all time worked. This includes any work performed out of the office, or outside of normal work hours, including, but not limited to, checking email or doing other job-related computer work or phone calls. ~~No member of management Supervisors and Department Heads are not is~~ allowed to knowingly permit an employee to perform work without recording the time worked. A failure to record actual

time worked is a violation of wage and hour laws and of City policy. ~~Please be reminded that you are to~~You must obtain permission from your supervisor before working any overtime. ~~The failure to obtain advanced approval for overtime may results in discipline up to and including termination.~~

- c. Accrued paid leave must be used if you are absent from work during your normal work hours. Employees may only take time off on an unpaid basis with approval from the City Administrator; you generally will not be allowed an unpaid absence for the purpose of avoiding the use of accrued paid leave.
- d. Altering, falsifying, tampering with time records, or recording time on behalf of another without authorization from a supervisor to do so, is prohibited ~~and subject to discipline or termination.~~
2. **Exempt Employees.** Exempt employees must report use of accrued time off using an exception report form, including vacation, holiday, and sick time. The exception forms must be submitted to the ~~Human Resources~~ Director of People & Culture at the close of each pay period.
3. **Submission of Attendance Records.** You must submit your timesheet to your supervisor for approval at the conclusion of the payroll period. The Department Head shall be responsible for submission of daily attendance records, including exempt employee exception forms, to the ~~Human Resources~~ Employee Services Department by 10:00 a.m. of the first regular workday of the week of payday. Your pay is computed from the attendance records.

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#### D. **ATTENDANCE POLICY**

~~Your r~~Regular attendance is required. Excessive absenteeism and/or excessive tardiness ~~may lead to discipline or termination~~ is prohibited.

1. **Reporting Absences/Tardiness.** If you will be absent from, or late for work, you must notify your immediate supervisor or the Department Head prior to the normal start of the workday. You must indicate an anticipated return to work date at that time. If the return to work date changes, you must immediately notify your supervisor or Department Head of the new date. Failure to notify your supervisor or Department Head of an absence or tardy may result in discipline, and/or the denial of accrued leave time for the day of absence or period of tardiness, or it may be charged against your vacation.
2. **Leaving During Work Hours.**
  - a. **Department Heads.** Department Heads should alert a staff member in their department, or someone in the front office, when leaving during the workday. The staff member should, when possible, be given a cell or other phone number at which the Department Head can be reached in the event an urgent matter needs to be addressed.
  - b. All other employees must obtain permission from their supervisor or Department Head prior to leaving during work hours, unless the need to leave is due to an emergency. Failure to notify a supervisor/Department Head in a non-emergency situation may result in disciplinary action and/or the denial of accrued time off to cover the absence, or it may be charged against your vacation.
- ~~3. If you are absent from work due to illness or injury for three or more consecutive work days, you may be required to submit a medical return to work authorization prior to being permitted to return to work. If your time off was a covered FMLA absence, then return to work provisions under the FMLA policy will apply.~~
- ~~4.3. In the case of suspected abuse of sick leave, or to determine fitness for duty, the City may request a doctor's excuse or fitness for duty certification. The Director of People & Culture may require that a work release from your doctor is needed to ensure your ability to safely return to your job should you be absent from work due to illness or injury, or if there is reason to believe that your return to work will include certain restrictions that may require accommodation.~~
- ~~5.4.~~ Seniority and the employment relationship shall be broken and terminated if you:

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- a. Are absent from work without notification to your supervisor or Department Head, unless unable to notify the City for a valid reason;
- b. Fail to report to work within 10 days after having been recalled from layoff;
- or
- c. Fail to report for work at the termination of an authorized leave of absence.

~~6.5.~~ FMLA (Family and Medical Leave Act) absences are considered approved time off and are not counted against you. This attendance policy will be enforced consistent with the Wisconsin and federal FMLA laws, and as set forth in the City's FMLA policy.

#### E. **OVERTIME**

1. Overtime **shall only** be worked with the prior authorization of the Department Head or City Administrator. If you work any overtime hours without such pre-authorization, you may be subject to discipline or termination depending on the circumstances.
2. It shall be the responsibility of every Department Head to assign overtime work only when emergencies or other compelling circumstances prevent the reasonable accommodation of additional work through the reassignment of work priorities or through the rescheduling of hours within the same work week.
3. Non-exempt employees shall receive overtime pay only for any hours worked in excess of 40 hours in a given work week. For purposes of computing overtime, vacation, holiday and sick time within a given work week shall be considered hours worked. Compensatory and standby time shall not be considered hours worked. Overtime will be calculated separately in each work week of the two week pay period.
4. Unless otherwise specified in this handbook, ~~the hourly pay rate for authorized overtime worked by a non-exempt employee shall be~~ overtime for non-exempt staff will be paid at 1.5 times your ~~hourly wage rate~~ regular rate of pay.
5. All Public Works, Utility, and Parks Maintenance employees are subject to call outside of your normal work hours to handle emergencies. If you are called to return to work after your scheduled shift, you will be compensated for two hours of work, or for actual work time, whichever is greater. Whenever called to return to work or if called to begin your workday early, travel time from home to work will be considered hours worked and will need to be noted on your timecard as such. If you are called in to begin your workday early, you will be compensated for all hours actually worked.
6. A refusal to work overtime when assigned can cause critical service delivery problems, and may result in discipline or termination when the circumstances warrant.

#### F. **STANDBY PAY FOR WATER & SEWER UTILITY EMPLOYEES**

Water & Sewer Utility operators shall be required to rotate after-hours/weekend/holiday standby responsibilities. You shall receive standby pay at the rate of one hour of straight-time pay for each working day/night on standby (Monday through Friday); 1.5 hours for each weekend day/night (Saturday and Sunday); and 2.0 hours for each holiday (non-additive). Compensation for time spent on a computer or telephone at home or other offsite location will be paid at the appropriate rate to the nearest one-quarter hour. ~~Employees-You~~ Employees-You must keep accurate records of all time worked. ~~The employee-You~~ you ~~have~~ has the option of requesting pay for standby time or adding the time to ~~his-your~~ your ~~bank of~~ bank on a straight-time basis, if available. Standby time will not be considered as hours worked in the calculation of overtime.

#### G. **COMPENSATORY TIME**

1. Non-exempt full-time employees may elect compensatory time in lieu of overtime pay subject to the provisions of this section.
2. You will be credited with compensatory time at the rate of 1.5 hours for each 1 hour of overtime worked. No more than 80 hours of compensatory time may be accumulated in your

compensatory time bank per calendar year; amounts carried over from the previous year are included in the accumulated hours calculation for the current year. Any overtime hours worked beyond the 80 hour maximum compensatory time accumulation will be paid as overtime compensation. Further, you may not use more than 80 hours of compensatory time in a calendar year.

3. ~~You may carry over compensatory time to the next calendar year equal to 40 hours of straight time pay; any hours over 40 will be paid out. Any hours not taken at the end of the year will be paid out at the straight time rate for that year.~~
4. ~~A Department Head may opt to pay out all or any portion of compensatory time owed at the Department Head's discretion. You may also be paid in full or in part for any compensatory time accumulated upon request.~~
- 5.4. You must seek permission to use compensatory time from your supervisor or Department Head. You will be permitted to use such time within a reasonable period after making the request if use of the time does not unduly disrupt the operations of the department. Likewise, supervisors may require you to use compensatory time within a reasonable period after receiving notice to do so.
- 6.5. ~~Accrued compensatory time will be cashed out when you leave employment at your final rate of pay.~~

#### H. **PAY POLICIES**

1. You shall be compensated at the rate established by the Common Council and shall be paid on a bi-weekly basis. Payday is the Friday following the completion of the two-week pay period. When the normal Friday payday is a designated non-work day, you will receive your paystub on the work day preceding the regular payday.
2. For hourly employees, such paychecks shall include all compensation due the employee for all hours worked during the pay period up to midnight of the Saturday preceding the regular payday. Salaried employees will be paid a proportionate amount of their annual salary based on the number of paydays in the calendar year (usually 26 pay periods).
3. **Direct Deposit.** Wages will be paid pursuant to the City's direct deposit program at no cost to you. Employees will be able to designate up to three checking accounts and two savings accounts for receipt of direct deposit wages.
4. **Exempt Employees.**
  - a. **Salary Basis.** Exempt employees are paid on a "salary basis," meaning you regularly receive a pre-determined amount of compensation each pay period. By law, the pre-determined amount cannot be reduced because of variations in the quality or quantity of your work. Subject to limited exceptions listed below, you will receive your full salary for any work week in which you perform any work, regardless of the number of days or hours worked.
  - b. **Deductions.** Deductions from exempt employees' salaries may occur under the following circumstances:
    - i. ~~Unpaid family and medical leave for FMLA time greater than one day~~ Absences of one work day or more where you elect not to substitute any accrued leave time or you do not have any accrued leave time available;
    - ii. Any work week in which no work is performed, and no deductions from an accrued leave bank are made;
    - iii. Disciplinary suspensions;
    - iv. As otherwise permitted by law.
  - c. If you believe that an improper deduction has been made to your salary, you should immediately report this information to the ~~Human Resources~~ Employee Services

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Department. If it is determined that an improper deduction has occurred, you will be reimbursed at the next pay date.

**I. RESIGNATION/RETIREMENT/FINAL PAY**

1. **Notice and Return of City Property.** Should you decide to leave City employment, please provide your supervisor with at least 2 weeks' notice prior to your final day on the job. If you are retiring, please notify your supervisor at least 30 days prior to retirement or as far in advance as possible. You must turn in all City property prior to your last day on the job.
2. **Vacation Not An Offset.** Your notice to terminate your employment cannot include accumulated vacation to offset your remaining time with the City.
3. **Pay at Termination.** You will be paid all earned wages and compensatory time when you leave City employment. If you leave City employment without providing at least 2 weeks' notice of your intent to resign or retire, or you do not remain in active employment during the 14 days after notice of resignation or retirement, unless due to an emergency, or you are terminated for misconduct as determined by the City, you will forfeit any accrued but unused vacation and sick leave.

Unless forfeited as stated above, you will be paid out all accumulated vacation time. Unless forfeited, you will be paid out 50% of all accumulated sick leave if your years of service were greater than 5; you will be paid 25% if your years of service were 5 or less. In calculating years of service for part-time employment, the FTE formula set forth in the Vacation section shall apply.

The cost of any City property that you failed to return, or any other outstanding balance owed by you to the City, will be deducted from your final pay to the extent allowed by law.

## SECTION V – TIME OFF AND LEAVE OF ABSENCE POLICIES

### A. HOLIDAYS

1. The following paid holidays will be granted all benefited employees and the City Hall offices will be officially closed on such days.
  - a. New Year's Day
  - b. Afternoon of Good Friday
  - c. Memorial Day
  - d. Independence Day
  - e. Labor Day
  - f. Thanksgiving Day
  - g. Day after Thanksgiving
  - h. Christmas Eve
  - i. Christmas Day
  - j. Afternoon of New Year's Eve
2. Benefited part-time employees shall be paid for each of the above listed holidays on a pro-rated basis.
3. ~~You are required to work the scheduled workday immediately preceding the holiday and the scheduled workday immediately following the holiday in order to be eligible for compensation for the holidays listed above, unless you have received prior permission from your supervisor to be off for the scheduled day.~~
4. Whenever one of the above-designated full-day holidays occurs on a Saturday, the Friday immediately preceding shall become the official holiday for the purpose of this benefit. Whenever a designated full-day holiday occurs on a Sunday, the Monday immediately following shall become the official holiday.

As illustrated below, if Christmas Day or New Year's Day falls on a Saturday, the Christmas Eve/Christmas Day or New Year's Eve/New Year Day holidays will be observed on Thursday and Friday.

If Christmas Day or New Year's Day falls on a Sunday, the Christmas Eve/Christmas Day and New Year's Eve/New Year Day holidays will be observed on Friday and Monday.

If Christmas Day or New Year's Day falls on a Monday, the Christmas Eve/Christmas Day and New Year's Eve/New Year's Day holidays will be observed on Monday and Tuesday.

HOLIDAY	THU	FRI	SAT	SUN	MON	TUE
<b>Actual</b>		Eve	Day			
<b>Observed</b>	Eve	Day				
<b>Actual</b>			Eve	Day		
<b>Observed</b>		Eve			Day	
<b>Actual</b>				Eve	Day	
<b>Observed</b>					Eve	Day

5. Whenever it is necessary, as determined by the Department Head or City Administrator, for a non-exempt employee who is eligible for paid holidays to work on any paid holiday in order to continue essential services, compensation for the actual hours worked shall be at the rate of 2.0 times your regular rate of pay. All time off that is accrued because you were required to work during a designated holiday must be used ~~during the subsequent 6 months or forfeited within that same year or forfeited.~~
6. In addition to the listed holidays, benefited employees shall be entitled to a 1 day paid "floating holiday" during each calendar year. Such "floating holiday" must be used during the calendar year and scheduled for a time approved by your supervisor or Department Head. Any unused floating holiday on the last day of the calendar year shall be forfeited. New employees will be

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entitled to the floating holiday benefit after one year of employment. Benefited part-time employees will be paid on a pro-rated basis.

**B. VACATION – Amended by Common Council approval July 15, 2019**

1. Benefited employees shall be entitled to paid vacation. Benefited part-time employees shall be paid vacation on a pro-rated basis. The vacation schedule is as follows –

- a. First 5 years of employment – 2 weeks (80 hours)
- b. 6 through 11 years – 3 weeks (120 hours)
- c. 12 through 18 years – 4 weeks (160 hours)
- d. 19 or more years – 5 weeks (200 hours)

Vacation is earned bi-weekly on the following hourly basis:

<u>Years of Service</u>	<u>Full-Time</u>	<u>Part-Time</u>		
		<u>85%</u>	<u>80%</u>	<u>75%</u>
<u>First Five</u>	3.08	2.62	2.46	2.31
<u>Six to Eleven</u>	4.62	3.93	3.69	3.46
<u>Twelve to Eighteen</u>	6.15	5.23	4.92	4.62
<u>Nineteen</u>	7.69	6.54	6.15	5.77

2. Effective January 1, 2019, as a recruitment technique, new hires can be started at the 3 week accrual rate should they have 10 years or more of directly related experience for the position they seek to hold within the City. However, the same number of service years within the City will need to be reached before getting to the next level of accrual rate (i.e., a new hire starting at 3 weeks will move to the 4 week accrual rate at day 1 of year 12 and the 5 week accrual rate at day 1 of year 19).
3. Vacation may not be taken until earned nor shall vacation be advanced. If you leave the employ of the City, and at a later date return to the employ of the City, you will forfeit all prior years of service toward accumulation of vacation.
4. Regular non-benefited part-time employees who become full-time benefited shall be credited for hours worked as a part-time employee in calculating years of service. Conversion will be based on dividing total hours worked as a part-time employee by 174 to arrive at the number of months that will be credited to years of employment.
5. For employees hired prior to January 1, 2015, unused vacation, at any time during the calendar year, may not be accumulated beyond 150% percent of the vacation to which an employee is entitled to earn in a single calendar year. For employees hired on January 1, 2015 or after, unused vacation, at any time during the calendar year, may not be accumulated beyond 100% percent of the vacation to which an employee is entitled to earn in a single calendar year. Any such vacation accumulated in excess of the days set forth in this subsection shall be forfeited by you and shall not be compensated for in any other manner.

The maximum number of accumulated hours of vacation to be carried over to the next calendar year is as follows for employees hired prior to 1/1/2015:

<u>Years of Service</u>	<u>Full-Time</u>	<u>Part-Time</u>	
		<u>85%</u>	<u>80%</u>
<u>First Five</u>	120	102	96
<u>Six to Eleven</u>	180	153	144
<u>Twelve to Eighteen</u>	240	204	192
<u>Nineteen</u>	300	255	240

The maximum number of accumulated hours of vacation to be carried over to the next calendar year is as follows for employees hired on or after 1/1/2015:

Years of Service	Full-Time	Part-Time	
		85%	80%
First Five	80	68	64
Six to Eleven	120	102	96
Twelve to Eighteen	160	136	128
Nineteen	200	170	160

6. All vacation shall be requested by you and granted at the discretion of the Department Head or City Administrator at times they deem would not interfere with the efficient operations of the Department and City offices. Department Heads will keep track of all individual vacation within their department and report vacation use to the Human Resources Department with the submission of payroll.

**C. FAMILY AND MEDICAL LEAVE**

1. **Statement of Policy.** This policy outlines the provisions of the federal and Wisconsin Family and Medical Leave Acts (FMLA) and the rights and obligations of employees and the City. Should this policy conflict in any way with the applicable Wisconsin or federal law, the provisions of the applicable law shall control. As required by federal law, the Department of Labor's summary of the federal law follows the City's FMLA policy.
  - a. The City administers this FMLA policy on a calendar year basis, except for military caregiver leave.
  - b. Definitions of terms, such as "serious health condition," "child," "parent," "spouse," and "domestic partner," are applied pursuant to the applicable Wisconsin or federal law.
  - c. Both Wisconsin and federal family and medical leave will run concurrently with each other and concurrently with any other leave which is available to you under the City's policies or collective bargaining agreements, as well as under federal or Wisconsin law, including worker's compensation to the extent such leave qualifies for federal or Wisconsin FMLA.
  - d. Leave taken under this FMLA Policy will not be used against you in any employment decision, including attendance assessment, the determination of wage increases, promotions or disciplinary action.
2. **Eligibility for Leave.**
  - a. Wisconsin - You are eligible for Wisconsin family or medical leave if you have worked ~~at~~ least 52 consecutive weeks and have worked at least 1,000 hours (paid leave counts) in the ~~12-month~~52 week period prior to the time leave begins.
  - b. Federal - You will be eligible for federal family and medical leave if you have worked for at least 12 months (not necessarily consecutive) and have worked 1,250 hours (only actual hours worked counts) in the 12 month period immediately prior to the time leave begins.
3. **Amount of Leave Available.**
  - a. Wisconsin FMLA.
    - i. Up to 6 weeks for the birth or adoption of a child, to begin within 16 weeks of the birth or placement (no more than one 6 week period per child).
    - ii. Up to 2 weeks to care for a child, spouse, domestic partner, or parent (including parents of your spouse or domestic partner) with a serious health condition.
    - iii. Up to 2 weeks for your own serious health condition.
  - b. Wisconsin Bone Marrow and Organ Donation Leave Act
    - i. Employees who give written verification they are going to be bone marrow and/or an organ donor will receive up to 6 weeks leave for the purpose of serving as that donor.

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b.c. Federal FMLA.

i. Up to 12 weeks of leave for:

- 1) The birth of a child and to care for the newborn within one year of birth (no more than one 12 week period per child).
- 2) The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement (no more than one 12-week period per child);
- 3) To care for your spouse, child, or parent who has a serious health condition;
- 4) A serious health condition that makes you unable to perform the essential functions of your job.

ii. Military Caregiver Leave. Unpaid leave of up to 26 weeks under federal law may be taken by you to care for your parent, spouse, child or next of kin who is a covered service member and who sustains a serious illness or injury while on active military duty. This injury or illness must render the service member medically unfit to perform his or her military duties and for which the service member is undergoing medical treatment, recuperation or therapy, whether inpatient or outpatient, or has been assigned to the temporary disability retired list. The maximum 26 weeks of Federal FMLA leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, you may not take more than a total of 26 weeks of FMLA during a single 12-month period for any qualifying reason under the FMLA.

iii. Qualifying Exigency. Unpaid leave of up to 12 weeks under federal law may be taken by you for any “qualifying exigency” that arises as a result of your spouse, child or parent serving on active duty, or being notified of an impending call to active duty status, in support of a contingency operation. The federal FMLA regulations define a “qualifying exigency” to include such activities as attending certain military events, arranging for alternative childcare or school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, time for the military member’s rest and recuperation, and attending post-deployment briefings. You may be required to provide documentation to verify eligibility for leave, including providing a copy of active duty orders.

4. **Intermittent Leave**

You may take FMLA leave on an intermittent or reduced schedule basis within the parameters set by Wisconsin and federal law. Only the amount of leave actually taken will count against leave entitlements. Please contact the ~~Human Resources~~ Director of People & Culture to discuss the parameters of intermittent or a reduced schedule leave.

5. **Pay During FMLA Leave.**

- a. In general, both Wisconsin and federal FMLA leaves are unpaid. The City may require you, or you may choose, to substitute paid leave (such as vacation days, sick leave, holidays, or compensatory time) for unpaid leave available under the federal FMLA; or, you may choose to substitute any available accrued leave for unpaid Wisconsin FMLA.

~~b. As with all leaves of absence, you may not pursue or engage in employment when on FMLA leave.~~

6. **Notifying the City of Your Need for FMLA Leave.**

- a. You must timely notify the City of your need for FMLA leave. Whenever possible, you should request FMLA leave in writing on forms provided by the ~~Human Resources~~ Employee Services Department. The information provided by you must be sufficient to allow the City to determine that the leave qualifies for FMLA. ~~Calling in to report an unscheduled absence without providing the reasons for the needed leave will not be considered sufficient notice for FMLA leave.~~

- b. You must respond to the City's inquiries to determine if an absence potentially qualifies as FMLA. If you do not provide sufficient information to support an FMLA determination, the leave may be denied or delayed.
- c. You need to provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. If that is not possible, or the leave is not foreseeable, you must provide the City notice of the need for leave as soon as practicable. If you fail to give 30 days' advance notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, your FMLA leave may be delayed or denied.

**7. Medical Certification.**

- a. ~~If leave~~If leave is for your own serious health condition, or the serious health condition of a covered family member, ~~you or a qualifying exigency arising as a result of the employee's spouse, child or parent being on covered active duty in the Armed Forces or being notified of an impending call or order to covered active duty in the Armed Forces, you~~ may be required to provide the City with a medical certification form completed by the health care provider. The certification form must be submitted to the City within 15 calendar days of ~~the request for leave, or in cases of medical emergency or unforeseen circumstances, the certification form must be provided as soon as possible~~the City's request. If you make a diligent good faith effort but are unable to meet the 15 calendar day deadline, you will be given additional time to provide the certification. You may be required to provide the City with updated medical certification forms on a periodic basis to the extent permitted by law. Medical certification forms are available on The Loop or in the ~~Human Resources-Employee Services~~ Department.
- b. If you fail to provide the medical certification form as requested, your ~~leave~~ ~~(leave~~ (or the continuation of your leave) may be denied or delayed until the required certification is provided. If you never produce a requested certification, the leave is not FMLA leave and your ~~job position-leave~~ will not be protected by FMLA laws.
- c. Genetic Information Nondiscrimination Act (GINA) Notice. GINA prohibits employers and other covered entities from requesting or requiring your genetic information, except as allowed by the law. Please do not provide any genetic information when responding to a request for a medical certification. GINA defines genetic information to include your family medical history, the results of your or a family member's genetic tests, the fact that you or a family member sought or received genetic services, and genetic information of a fetus carried by you or a family member or an embryo held by you for a family member receiving reproductive services.

**8. Insurance and Benefits.**

- a. You may continue to receive health, ~~and~~ dental and optical insurance coverage while on FMLA on the same terms as if you continued to work. You must continue to pay your share of the premiums through payroll deduction or by direct payment on the first of the month. You must notify the City of your intent to continue insurance coverage while on leave.
- b. Subject to COBRA, FMLA, and any other applicable laws, the City's obligation to maintain health, ~~and~~ dental and optical benefits will stop if and when you inform the City of your intent not to return to work at the end of the leave period, if you fail to return to work when your leave entitlement is exhausted, or if you fail to make required payments while on leave.
- c. You will continue to earn accrued benefits during the period that paid leave is substituted for unpaid FMLA time off.

**9. Return to Employment.**

- a. When you return from FMLA for your own serious health condition, you must provide a return to work release signed by your treating physician indicating that you can return to duty with or without work restrictions. If this is not received, your return to work will be delayed until it is received.

- b. At the end of your FMLA leave, you will be returned to the position you held at the commencement of leave or, if the position is filled, to an equivalent position. The return to work entitlement will be no greater than if you had continued in employment without the taking of leave.
- c. Under federal FMLA, the return to work entitlement does not apply to "key" employees. You will be notified regarding key employee status and its possible implications on job restoration at the time leave is requested.
- d. You must notify your immediate supervisor if your return to work date changes. If you want to return to work before leave is scheduled to end, and work is available, you must notify the City at least 2 work days prior to the desired return date.
- e. If you do not return to work from an FMLA leave at the designated time, you will be considered to have voluntarily terminated your employment, unless you were unable, due to an emergency, to notify the City.
- f. If your FMLA leave expires, and you remain unable to perform the essential functions of your position, your right under the FMLA to your job will end with the expiration of the FMLA leave period. You should contact the ~~Human Resources~~ Director of People & Culture to discuss available options, which will take into consideration the circumstances of your particular situation and any obligation the City may have to reasonably accommodate a disability if one exists as defined by applicable state and federal laws.

*See U. S. Department of Labor Wage and Hour Division Notice on the following page for additional information:*



# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

## 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

## www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



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## D. **SICK LEAVE**

### 1. **Basic Sick Leave**

- a. Benefited employees shall be allowed to take paid leave due to illness or injury as set forth herein. Regular full-time employees earn one sick day for each completed full calendar month of service. Benefited part-time employees shall accrue paid sick leave on a pro-rated basis. Unused sick leave may be accumulated to a total of 1,040 hours for both benefited full-time and benefited part-time employees and thereafter, will be forfeited. Division Chiefs assigned to work 2,912 hours annually may accumulate unused sick leave to a total of 1,456 hours and thereafter, will be forfeited.

#### **Sick leave is earned as follows:**

##### **Total Hours Earned Per Year -**

	Percent of Full-Time Status		
<u>Full-Time</u>	<u>85%</u>	<u>80%</u>	<u>75%</u>
96.00	81.60	76.80	72.00

##### **Total Hours Earned Per Biweekly Pay Period -**

	Percent of Full-Time Status		
<u>Full-Time</u>	<u>85%</u>	<u>80%</u>	<u>75%</u>
3.69	3.14	2.95	2.77

- b. You may use sick leave as it is earned. Sick leave may not be taken until earned, nor shall sick leave be advanced.

### 2. **Conditions For Use of Sick Leave**

- a. Sick leave shall be allowed only if you provide notice of the need for such sick leave prior to the start of regular working hours; or, in the case of an emergency, as soon as is reasonably possible under the circumstances.
- b. Sick leave is available for the following reasons:
  - i. Your own illness, injury, physical incapacity; or that of your spouse, child, parent, or person within your personal care. This includes adoptive, step and foster relationships as well as blood and marital relationships encompassed by those categories;
  - ii. Exposure to a contagious or communicable disease;
  - iii. Preventative medical services performed by a licensed physician, dentist, therapist, or other medical professional;
  - iv. Psychological or psychiatric treatment for you, your spouse or child; or
  - v. As permitted by Wisconsin or federal Family and Medical Leave Laws.
- c. Absence from work for other than the foregoing reasons may be charged against accrued vacation, holiday or compensatory time. If there is no such leave available, time away from work, with permission of the City Administrator, will be unpaid.
- d. The Department Head will keep track of all individual sick leave within the department and report such information to the ~~Human Resources~~Employee Services Department at each payroll period.

### ~~3. **Conditions for Payment of Sick Leave**~~

- ~~a. As a matter of policy, the Common Council wishes to emphasize that sick leave shall be construed as a form of insurance against the loss of income during illness or injury and is not a form of additional paid time off. Sick leave does not vest in you the right to a certain number of days off each year with pay. The City reserves the right to investigate all sick leave and to take necessary action to insure that sick leave is not used in a fraudulent or abusive~~

~~manner. Substantiated abuse of sick leave privileges may, in the City's sole discretion, result in loss of sick pay for the absence and/or discipline or termination.~~

~~b. Requests for sick leave of 3 or more consecutive working days, or 3 days in a calendar month, may require a doctor's certification. In the event the absences qualify as FMLA time, the City's FMLA policy will apply. The Department Head will forward the doctor's certification to Human Resources to be maintained in your confidential medical file.~~

~~c. The doctor's certification will attest:~~

~~i. to the illness or injury; and~~

~~ii. to the fact that you are fit to return to duty, with or without work restrictions.~~

**E. SICK LEAVE DONATION POLICY**

1. The purpose of this policy is to establish procedures for qualified employees who have exhausted all paid time off to receive donated paid sick time from fellow City employees, for continued salary during your extended illness or other medical condition, or that of your child, spouse or parent.

2. Only benefited employees who have exhausted their accumulated leave time, including sick, vacation, compensatory and holiday, are eligible for donated sick leave.

**3. Qualifications/Requirements**

a. **Donating Employee:** Donors may contribute up to 10 days (80 hours) of sick time during any calendar year provided the donor maintains a minimum sick leave balance of 30 days, and understands the following stipulations:

- i. Donations are voluntary and irrevocable.
- ii. Should the recipient not utilize all of the donated paid sick leave prior to returning to work with the City, the paid sick leave will not be returned to the donor, but will remain with the receiving employee.
- iii. No donating employees shall receive remuneration of any kind for paid sick leave donated.

b. **Receiving Employee:**

i. Donated sick leave can be used only to care for your own serious health condition, or for your child, spouse or parent who has a serious health condition, as that term is defined in federal and Wisconsin FMLA statutes. Donated sick leave may not be used for family leave following a birth or placement of a child, unless it is for the purpose of caring for a newborn or newly placed child with a serious health condition.

~~ii. You may not be receiving workers compensation benefits prior to, or while, receiving donated leave. Donated sick leave may not be used to supplement your approved short term or long term disability benefits.~~

iii. **General Eligibility Criteria.**

- 1) Only employees who have exhausted all paid time off are eligible to request donated sick leave.
- 2) To receive donated sick leave, you must apply for and receive approval for leave under the Family and Medical Leave Policy.
- 3) The maximum amount of leave you may receive through donations of paid sick leave is 12 weeks per calendar year.
- 4) While using donated sick leave, you will continue to earn sick leave and vacation leave. Any donated sick time remaining at the time you return to work will be retained by you as sick leave.

~~5) Upon termination, if you are entitled to payout of one-half of your accumulated sick leave, donated sick leave will not be included in calculating the total accumulation of sick time.~~

**F. MILITARY LEAVE**

1. Employees requiring leave due to voluntary or involuntary service in the uniformed services shall be granted time off, reinstatement and health insurance continuation and any other rights or benefits, in accordance with applicable federal and Wisconsin law. Notification of leave needed for military service must be provided to the ~~Human Resources~~Employee Services Department.
2. If you are a full-time employee of the City and are a reserve member of any branch of the armed services, you shall be paid by the City the difference in pay between your military pay during time of attendance and your regular pay during the same period up to a maximum of 15 days per calendar year.

**G. JURY OR WITNESS DUTY**

1. Benefited employees who are directed by a court of law, or compelled by subpoena, to perform jury duty or to appear as a witness in a legal proceeding on a scheduled work day shall be granted a leave of absence without loss of pay during the employee's regular work hours. You will be considered to be a witness only in cases in which you are not a party and are compelled to attend by subpoena.
2. Should you be required by subpoena to appear as a witness in any legal proceeding that arose out of or is related to your job duties at the City, you will be paid for such time, even if that time is outside of your normal work hours.
3. Jury or witness duty leave shall be granted by the ~~City Administrator~~Director of People & Culture upon presentation of satisfactory evidence that your appearance is required. ~~If you are released from jury duty or subpoenaed appearance prior to the end of your work day, you must contact your supervisor/Department Head regarding return to work.~~
4. Any stipends that you receive for attendance at jury or witness duty shall be ~~given to the City~~submitted to the Clerk/Treasurer's office at the time of such payment while you are receiving regular pay. This does not include any reimbursements that you may receive for parking or mileage. Your status for the purpose of determining seniority, status, responsibility, and salary shall be unaffected by such jury duty or witness leave.

**H. FUNERAL LEAVE**

1. Benefited employees are entitled to funeral leave as provided herein. Leave will not be paid for days when benefited part-time employees are not scheduled to work.
2. In the event of the death of your spouse, child, grandchild, parent, grandparent, sibling, or a sibling's child or spouse, a leave of absence of up to 3 days may be taken by you for the funeral or service and related activities, without loss of pay. The foregoing categories include adoptive, step and foster relationships as well as blood and marital relationships encompassed by those categories.
- ~~3. The City reserves the right to require evidence of your relative's passing.~~
- ~~4. Leave related to a death of a covered family member beyond the time provided herein may be granted by permission from the Department Head or City Administrator. Pay for such additional time off shall be deducted from your accumulated vacation, compensatory, or sick time. If no such leave is available, the time off will be unpaid.~~

~~5.3. Funeral leave pay will not be granted during periods when you are on sick leave, vacation, or holiday.~~

**I. PERSONAL LEAVE**

Benefited employees who require leave time for personal reasons must make a written request to the City Administrator, who will make a decision on whether or not to grant the request. All accumulated vacation, holiday and compensatory time must be used before unpaid personal leave is approved. To the extent permitted by law, your benefits will be terminated if an approved unpaid personal leave extends longer than 30 days. In that event, you will be provided a COBRA notice explaining options for continuing health insurance coverage at your expense.

**J. LACTATION POLICY**

Reasonable unpaid break times will be granted to employees who are nursing mothers and who desire to express milk while at work. The space provided will meet all of the privacy requirements of the law, and will not be located in a restroom. Please contact the ~~Human Resources~~ Director of People & Culture to make appropriate arrangements concerning times and locations.

**K. VOTING LEAVE**

If you are eligible to vote, you may take up to 3 consecutive hours of leave on Election Day for the purpose of voting. This leave is unpaid and will be required to be supplemented by vacation, holiday or compensatory time, or remain unpaid. You must notify your supervisor of such request for time off prior to Election Day.

## SECTION VI – EMPLOYEE BENEFITS

### A. **ELIGIBILITY**

Benefited employees are eligible for the benefits as described in this section. Benefits for eligible part-time employees are provided on a pro-rated basis. Premium contribution levels will be determined by the Common Council on an annual basis and shall be paid via payroll deduction.

### B. **HEALTH INSURANCE**

1. The City will provide group health insurance to eligible employees. Such health insurance shall become effective on the first day of the calendar month following ~~the successful completion of 1 full calendar month of employment~~ your start date. ~~Applicable deductibles and co-insurance are as set forth in the Summary Plan Descriptions available on The Loop or from the Human Resources Department. To ensure that all contributions are made for the year, your premium contribution deductions may begin the pay period prior to the commencement of your insurance coverage. Applicable deductibles and co-insurance are as set forth in the Summary Plan Descriptions available on The Loop or from the Employee Services Department.~~

#### 2. **Health Insurance Buyout Program**

Employees who are eligible for participation in the health insurance program can receive a payment of 25 percent of the monthly health insurance premium currently paid by the City should you elect to waive health insurance coverage because you are covered under a different plan or have other coverage available. Interested employees are to contact the ~~Human Resources~~ Director of People & Culture.

### C. **DENTAL INSURANCE**

Eligible employees shall be entitled to the benefits of group dental coverage. Such dental coverage shall become effective on the first day of the calendar month following ~~the successful completion of 1 full calendar month of employment~~ your start date. ~~To ensure that all contributions are made for the year, your premium contribution deductions may begin the pay period prior to the commencement of your insurance coverage.~~ Applicable coverage is as set forth in the Summary Plan Description available on The Loop or from the ~~Human Resources~~ Employee Services Department.

### D. **OPTICAL INSURANCE**

Eligible employees shall be entitled to the benefits of group optical coverage as described in the Summary Plan document. Such optical coverage shall become effective on the first day of the calendar month following ~~the successful completion of 1 full calendar month of employment~~ your start date. ~~To ensure that all contributions are made for the year, your premium contribution deductions may begin the pay period prior to the commencement of your insurance coverage.~~ The Summary Plan document is available on The Loop or from the ~~Human Resources~~ Employee Services Department.

### E. **HEALTH REIMBURSEMENT ARRANGEMENT (HRA)**

Benefited employees who are enrolled in the City's health coverage shall be entitled to benefits of an HRA. Through the HRA, you will be reimbursed for qualified in-network out-of-pocket medical expenditures (except for prescription drugs) that exceed your deductible. The City shall determine the reimbursement levels for the HRA annually. The Summary Plan document is available on The Loop or from the ~~Human Resources~~ Employee Services Department.

### F. **FLEXIBLE SPENDING PLAN/SECTION 125 PLAN**

Eligible employees can elect to participate in the Flexible Spending plan, which allows you to pay for health care and dependent care expenses with pre-tax dollars, thereby reducing the amount you pay in payroll taxes. You must enroll every year for this benefit; the ~~Human Resources~~ Employee

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~~Services~~ Department will distribute enrollment materials each year. The City also has an IRS Section 125 Plan to allow for pre-tax payment of your share of health, dental, ~~and vision-optical and disability~~ insurance premiums. The Summary Plan document is available on The Loop or from the ~~Human Resources~~Employee Services Department.

**G. LIFE INSURANCE**

The City provides life insurance for eligible employees at the rate of \$1,000 of life insurance for each \$1,000 of annual wages, rounded up to the nearest \$1,000, plus an additional \$15,000. The premiums are paid in full by the City and are effective on the 91<sup>st</sup> day of employment.

**H. SHORT-TERM DISABILITY INSURANCE**

Eligible employees can choose to voluntarily participate in a group short-term disability insurance program paid entirely by the employee. ~~Each employee choosing to participate~~If you choose to participate, you shall authorize the City to deduct the amount of the premium from ~~their~~your pay checks.

**I. LONG-TERM DISABILITY INSURANCE**

The City shall provide long-term disability insurance for non-bargaining unit eligible employees and the premiums will be paid in full by the City and coverage shall become effective on the ninety-first (91<sup>st</sup>) day of employment. ~~Represented employees will be offered LTD coverage at their own expense via payroll deduction.~~

**J. RETIREMENT PLAN**

Eligible employees shall be covered under the State of Wisconsin Retirement System (WRS). The City will pay its contribution as set by the Department of Employee Trust Funds, and you shall pay your contribution as set by the Department of Employee Trust Funds via payroll deduction. Information regarding WRS is found on The Loop or at [www.etf.wi.gov](http://www.etf.wi.gov).

**K. DEFERRED COMPENSATION**

The City may choose to sponsor one or more deferred compensation plans. Deferred compensation is fully funded by you using bi-weekly payroll deductions. Information on the plans offered can be found on The Loop or from the ~~Human Resources~~Employee Services Department.

**L. WELLNESS**

The City of Pewaukee is committed to the health and well-being of its employees. As part of its benefits package, the City offers the Healthy Steps Wellness Program. This annual program will provide you a snapshot of your overall health, give you access to coaches who will help you establish your goals, and will offer many opportunities for education and participation in fun, healthy activities. In addition, if you complete the CORE wellness steps, you are eligible for a discount on your health insurance premium contribution. Details are set forth in the Healthy Steps Wellness Plan, a complete copy of which is located on The Loop.

**M. COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue insurance coverage under the City's plans when a "qualifying event" would normally result in the loss of coverage. Under COBRA, you or your dependents pay the full cost of coverage at the City's group rates plus an administration fee. Written notice of COBRA rights and obligations is provided to employees. Contact the ~~Human Resources~~Employee Services Department for additional information.

**N. MILEAGE**

When you must use your ~~personal vehicle~~ to travel as a part of your duties ~~from the work place to~~ a destination, other than home, you will be reimbursed for such authorized travel at the current rate established by the IRS. Reimbursements will be paid on a monthly basis upon submission of a Travel

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Expense form to the Clerk/Treasurer at the end of the calendar month in which the authorized travel occurred. Late submissions may result in the denial of reimbursement. When two or more employees take part in the same work activity or meeting, employees should, where possible, travel in the same vehicle to keep travel expenses to a minimum.

**O. TRAVEL REIMBURSEMENT**

**1. Meals and Lodging.**

- a. If you are required by your duties to travel outside the City, with prior approval from your Department Head or the City Administrator, you will be entitled to reimbursement for meals and necessary overnight lodging. Reimbursement will be made on a monthly basis upon submission of such expenses on a Travel Expense Form along with receipts for such meals and lodging and any out-of-pocket expenditures at the end of the calendar month in which the authorized travel occurred. A failure to submit a reimbursement request within 30 days of the date the expense was incurred may result in denial of the reimbursement.
- b. Reimbursement for lodging shall be limited to the rate for a single room/single person at a licensed hotel or motel or other pre-approved location such as VRBO or Airbnb. When possible, advance reservations for such lodging will be made. Contact the Clerk/Treasurer for advance payment of lodging to insure proper tax exemption.
- c. Reimbursement for meals shall be set at the levels used by the State of Wisconsin. Current reimbursement rates are posted on The Loop. An *itemized* copy of your meal bill(s) must be submitted. A credit card receipt is insufficient for reimbursement.
- d. No alcoholic beverages, smoking materials or drugs may be included in travel reimbursements. Meal expenses are reimbursed only for City employees.

**2. Other Travel Expenses and Requirements.**

Other expenditures that qualify for travel reimbursement include parking, tolls, local or long-distance calls regarding work assignments, baggage handling, or necessary equipment rental. Receipts for such fees must be attached to the Travel Expense Form. Tickets for driving infractions, unauthorized parking or other violations will not be paid or reimbursed by the City.

**P. EDUCATION/TRAINING**

1. You may be permitted to attend, with pay, work-related technical, scientific, and professional meetings, conferences, trainings, institutes, and seminars, and appropriate State of Wisconsin courses or examinations for continued certification in a technical or professional capacity that is related to your position and is approved by your Department Head. You will be paid for this time in accordance with applicable State and Federal laws.
2. Travel costs related to such functions may be reimbursed upon submittal of a completed Travel Expense Form, along with the receipts for all travel expenses to the Clerk/Treasurer, as set forth under Travel Reimbursements. All travel costs for out-of-state travel shall be pre-approved by the City Administrator.
3. All or part of the cost of registration fees or charges for meetings or conferences may also be reimbursed upon subsequent submittal to the Clerk/Treasurer of a receipt or invoice for such expenses. Employees who, under Wisconsin or City requirements, must obtain annual or periodic certification in order to legally carry out their job shall be reimbursed for the full cost of those seminars, classes or tests necessary to obtain such certification.
4. If you are a benefited employee and wish to further your education and the Department Head and City Administrator believe that such education would enhance your job-related knowledge and/or skills, the cost of such education may be reimbursed to a maximum of \$600 per year by the City to you under the following conditions -
  - a. The course, class, seminar or training shall be ~~recommended approved~~ by your Department Head or the Administrator ~~and shall~~, prior to enrollment, ~~be approved by the Common~~

~~Council~~ for potential and subsequent reimbursement of related fees, books and materials cost.

~~To receive full reimbursement of all such costs to the maximum allowed, you must obtain a grade of "A", or a grade of 93 or above on a 100 maximum scale or equivalent; and, to receive 67 percent reimbursement of all such costs, you must receive a grade of "B", or a grade of 85-92 on a 100 maximum scale, or equivalent; and to receive 33 percent reimbursement of all such costs, you must receive a grade of "C", or a grade of 77-84 on a 100 maximum scale, or equivalent. If you receive a grade of less than "C", or less than 77, or equivalent, you shall not be entitled to reimbursement. Reimbursements will follow the schedule below:~~

<u>Grade</u>	<u>Percentage Reimbursed</u>
<u>"A" or 93-100%</u>	<u>Maximum allowed</u>
<u>"B" or 85-92%</u>	<u>67%</u>
<u>"C" or 77-84%</u>	<u>33%</u>

~~b.~~

~~c.b.~~ You must show evidence of final grades as provided by an authorized representative of the institution or agency offering such courses, classes, seminars or training.

#### Q. **SAFETY EQUIPMENT**

1. **Safety Shoes/Boots.** The City will reimburse employees who are required to wear safety shoes/boots as a part of their job up to \$125 every year as needed. You must present a dated receipt to the Clerk/Treasurer with a written request for reimbursement. ~~\*Employees that receive this reimbursement are allowed to 'bank' it from one year to the next if replacement shoes/boots are not needed in that current year. Those funds can be added to the next year for purchasing more than one pair however the reimbursement remains \$125 per pair. This 'bank' will be managed by the Clerk/Treasurer's office and reimbursement requests should be submitted directly to the Clerk/Treasurer.~~
2. **Prescription Safety Glasses.** The City will reimburse you for prescription safety glasses when they are required to perform your duties in an amount not to exceed \$300 upon initial hire and when your prescription changes. The City will also pay for replacement prescription safety glasses at a cost not to exceed \$300 per year if the original safety glasses are lost or damaged during the course of City employment. The City will not pay for replacement prescription safety glasses if the loss or damage ~~occurs while~~ occurs while you are off-duty. If you seek reimbursement under this provision, you must present a receipt verifying the cost of the prescription safety glasses.

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R. **WORKER'S COMPENSATION**

If you should become ill or injured as a result of your job, you may be covered by worker's compensation benefits. You must notify your supervisor or Department Head immediately of any accidents, injuries or illnesses, and secure any necessary medical attention right away.

**Supervisor and Employee Obligations for Worker's Compensation Cases:**

- Injured employee shall complete the Employee Report of Incident;
- Supervisor shall complete the Supervisor Incident Investigation Report;
- Employees who require medical attention shall take the Worker's Compensation Claim Reporting Kit with them to be completed by the physician who treats them. Packets are available in the Employee Services office and/or from your Supervisor. Instructions are in the packet of what needs to be returned to Employee Services.
- All documentation shall be turned into Employee Services by the end of the injured employee's shift.

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## SECTION VII – EMPLOYMENT POLICIES

### A. **CONFIDENTIAL AND PUBLIC INFORMATION**

Through your employment with the City, you may have access to confidential City, resident, personnel or other sensitive information. The protection of confidential information is vital to the interests of the City, its employees and citizens. You shall not disclose any confidential information to any City personnel who does not have a legitimate business need to know such information, or to any persons outside the City, without the authorization of your Department Head or the City Administrator. If you receive a request for information that you know or should know is confidential, whether you are on or off duty, you will direct the person asking for the information to your Department Head or the City Administrator. Should you improperly use or disclose confidential information, you will be subject to discipline or termination.

The protection of confidential information must be balanced with the public's right to know pursuant to open records reporting as required by Wisconsin statute. Only the City's designated records custodian(s) are authorized to respond to a public record request.

### B. **DRIVING REQUIREMENTS AND PRACTICES**

1. The following policies covering the operation of City vehicles, and personal vehicles used for City business, are of a general nature. The City reserves the right to make specific decisions regarding your use of City vehicles, unacceptable driving records, suspension of driving privileges, etc. based on the particular circumstances of any given situation.
2. Employees assigned City-owned vehicles are to use those vehicles for official City business only; personal use of City vehicles is not permitted, with the only exception being your normal commute to and from work. City vehicles cannot be taken to any business location outside of the City (such as conventions, trainings, etc.) if you plan to extend your stay for personal reasons or you plan on taking non-City employees with you.
3. Employees operating City vehicles with Commercial Driver's Licenses (CDL) must follow the City's policy for CDL's in addition to this policy. Should any provision of this policy conflict with the CDL policy for covered employees, the CDL policy supersedes the provisions of this policy.
4. All employees operating vehicles as a part of their job duties will follow safe driving practices and will comply with all federal, state and local laws governing the operation of motor vehicles and rules of the road. This includes taking all steps to ensure your total concentration and safe operation of vehicles. In addition, the following rules apply ~

~~a. You must determine clear directions before departure.~~

~~b.a. You will not smoke in any City vehicle~~ Smoking is strictly prohibited in any City vehicle; there are no exceptions to this policy.

~~c.b.~~ You will not manipulate radios, telephones, tablets, or other equipment while the vehicle is moving.

~~d.c.~~ You will not talk on cell phones while the vehicle is moving, unless using a hands-free device or an emergency situation renders the use of such device impractical.

~~e.d.~~ You will not reach for objects when to do so requires you to take your eyes off the road.

~~f.e.~~ You will not operate a vehicle when your ability to react is impaired in any way.

~~g.f.~~ You will not text in any manner on a cell phone, smart phone, tablet, or other device.

~~h.g.~~ You will have no measurable alcohol concentration or any detected presence of alcohol while operating a vehicle or piece of equipment; you shall in no way be under the influence of alcohol, illegal drugs, ~~prescription drugs~~, or any chemical substance or other substance that can impair your ability to operate a motor vehicle or piece of equipment.

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~~h.~~ You may not use any alcohol within 8 hours following an accident.

~~i.~~ You may not use or possess illegal drugs.

~~j.~~ You must keep headlights and seat belts on at all times while operating the vehicle.

5. If you are required to drive in order to perform any of your job duties, you must maintain an acceptable driving record. A record that suggests your driving poses a risk to the City will result in your being placed on a driving probation, the revocation of authorization to drive on City business, and/or issuance of discipline or termination of employment.
6. You must report all infractions or violations incurred while driving, whether incurred during work time or on personal time, to the ~~Human Resources~~ Director of People & Culture. The City will also check driving abstracts through the Department of Motor Vehicles.
7. You must obtain permission from your Department Head or the City Administrator to use your personal vehicle to travel for your job. If you use your personal vehicle to perform any of your job functions, you must carry insurance coverage as required by Wisconsin law. You must submit a copy of your insurance card to the ~~Human Resources~~ Employee Services Department on an annual basis or when your insurance coverage changes.
8. When a City vehicle cannot be operated, is unsafe for use, or has been damaged, you must notify a supervisor immediately.
9. You are responsible for all City vehicles that you operate, and you shall not permit any non-employee to drive any City vehicles.
10. If you are involved in an accident, you must:
  - a. Stay at the scene and turn on the four-way flashers.
  - b. Immediately contact law enforcement and your supervisor, Department Head, the ~~Human Resources~~ Director of People & Culture or the City Administrator.
  - c. When requested, give your name, address, City affiliation and show your driver's license and proof of insurance to the other party and law enforcement personnel.
  - d. Upon return to work, obtain and complete all necessary worker's compensation and incident report forms from your supervisor or ~~Human Resources~~ Employee Services.

## C. WORKPLACE VIOLENCE & WEAPONS PROHIBITION

### 1. Introduction

The City prohibits weapons and all threats to use weapons, intimidation or violence, in the workplace. For purposes of this policy, a weapon is considered to be any firearm, loaded or unloaded, any electric weapon as defined in Wis. Stats. 941.295, or any other device or instrumentality which is calculated, intended to, or likely to produce death or bodily harm.

### 2. Policy

- a. This policy does not apply to law enforcement personnel, Fire/EMS personnel, those engaged in official military activities sponsored by the federal or state government, or employees who use knives or other objects that could potentially be used as weapons, when the activity of these personnel are performed, or objects are used, within the scope of their official job duties.
- b. City employees shall not possess firearms or any other weapons as defined in Section 1 in the workplace. This prohibition applies even though you may be licensed in your private capacity to carry a concealed weapon. This prohibition also applies to locations where you may be conducting City business outside of your normal workplace.
- c. City employees are prohibited from engaging in any violent behavior towards others. Any physical, verbal or visual act (with or without a weapon) that harms, threatens, harasses, bullies, attempts to intimidate, creates fear, has the purpose of unreasonably interfering with an individual's work performance, or creates an intimidating, hostile or offensive work

environment, is prohibited. This includes aggressive or hostile behavior, intentionally damaging property, committing acts motivated by, or related to, workplace harassment or domestic violence.

d. Non-exclusive examples of conduct which is prohibited:

- i. Causing physical injury to another person;
- ii. Making threatening remarks;
- iii. Acting aggressively or hostilely, creating reasonable fear of injury for another person or subjecting another individual to emotional distress;
- iv. Damaging employer or employee property;
- v. Possessing a firearm or dangerous weapon while in the workplace or while on City business;
- vi. Committing hostile acts motivated by, or related to, workplace harassment or domestic violence;
- vii. Conducting harassing surveillance, i.e. stalking;
- viii. Other conduct of a similar nature.

3. **Procedure**

- a. You must report any weapon, threat or violent behavior to your supervisor, Department Head, the ~~Human Resources~~-Director of People & Culture or the City Administrator.
- b. Appropriate disciplinary action or termination will result for violations of this policy.
- c. Retaliation against any person who, in good faith, reports a potential violation of this policy is strictly forbidden. Any acts of retaliation must be reported immediately to the appropriate Department Head, ~~Human Resources~~-Director of People & Culture, or City Administrator.

4. **Additional Employee Obligations**

- a. If you have reason to believe a person outside the workplace may harm you or another employee in any way in the workplace, you are required to report those concerns to your supervisor, Department Head, the ~~Human Resources~~-Director of People & Culture or City Administrator.
- b. If you have obtained any legal protection order, such as a "No Contact," "Anti-Harassment," or restraining order against any other individual, you are required to report that order to the ~~Human Resources~~-Director of People & Culture. Such information will be kept confidential to the extent possible, but may be provided to appropriate personnel on a "need to know" basis.
- c. You should immediately report any concerns not specifically mentioned herein about your personal safety to your Department Head, ~~Human Resources~~-Director of People & Culture or City Administrator.

D. **DRUG AND ALCOHOL POLICY**

1. **Introduction**

~~a.~~—The City of Pewaukee intends to maintain a drug and alcohol-free workplace. Accidents, injuries, absenteeism, decreased productivity and property damage can all be the result of being under the influence of drugs or alcohol at work. It is the responsibility of both employees and the City to maintain a safe, healthful, and efficient working environment. ~~This policy is intended to be consistent with the requirements of the Drug Free Workplace Act of 1988. The contact person for any questions regarding this policy is:~~

— ~~Human Resources Director~~  
— ~~City of Pewaukee~~  
— ~~W240 N3065 Pewaukee Road~~

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a. ~~—Pewaukee, WI 53072~~

~~bergerson@pewaukee.wi.uswoldanski@pewaukee.wi.us~~  
~~262-691-6035~~

~~b.~~ This policy applies to all City employees. Should this policy directly conflict with the DOT Drug and Alcohol Policy covering employees who are required to have a Commercial Driver's License (CDL), the DOT Drug and Alcohol Policy provisions shall apply to those employees.

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**2. Conduct and Discipline.** ~~As required by the Drug Free Workplace Act, you must abide by the following rules.~~ A violation of ~~these the following~~ rules may result in disciplinary action or termination.

- a. You are prohibited from using, possessing, manufacturing, distributing, purchasing or dispensing alcohol or controlled substances/illegal drugs or drug paraphernalia while on City property, while performing your job duties or engaged in a City-sponsored activity, or while on City business.
- b. You are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance/illegal drug, or having the prohibited level of alcohol or an illegal drug/controlled substance in your system as indicated by a positive test result.
- c. No prescription drugs may be brought onto or consumed on City property by any person other than the person for whom they were prescribed. Prescription medications may be possessed and used during work hours if they are prescribed for you, are kept in their original container and are used in strict accordance with the prescription. You must notify your immediate supervisor before engaging in any work if there is a likelihood that any prescription medication you are taking could affect job performance and/or safety.
- d. Criminal convictions for manufacturing, distributing, dispensing, possessing or using controlled substances/illegal drugs in the workplace must be reported **in writing** to the ~~Human Resources~~ Director of People & Culture no later than 5 calendar days after such conviction. Appropriate action will be taken, ~~including possible termination.~~
- e. If you refuse to submit to a drug and/or alcohol test when directed to do so under circumstances consistent with this policy, you will be immediately placed on suspension pending investigation.
- f. You may not engage in any conduct that prevents the completion of a test, or provide false information in connection with a test, or attempt to falsify a test result in any way.
- g. You may not use any alcohol within 8 hours following an accident.
- h. You must comply with the City's requirements for treatment, after care, and return to duty.

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**3. Employee Assistance Program (EAP)**

Employees are encouraged to voluntarily seek professional, confidential assistance for alcohol and drug problems. The City has an EAP to assist you and your family with a full range of issues, including alcohol and drug problems. Contact and other information for the EAP provider is located on The Loop or from the ~~Human Resources~~ Employee Services Department. You are also encouraged to utilize any programs offered by the City's insurance programs.

**4. Testing.**

- a. Pre-Employment: Drug testing is part of the evaluative procedure for new and returning employees and will be conducted in conjunction with a conditional offer of employment.
- b. Reasonable Suspicion: You will be required to be tested for drugs or alcohol if there is a reasonable suspicion that you are impaired, under the influence of, or have drugs or alcohol in your system. "Reasonable suspicion" means observations of objective facts sufficient to

lead a prudent person to conclude that you ~~are~~may be under the influence or have a prohibited substance in your system.

- c. Post-Accident/Work Related Incident: Drug or alcohol testing may be required following a work-related incident resulting in personal injury requiring treatment beyond simple first aid, actions or omissions that result in near-misses, that result in property damage, or where the reason for the incident is not evident or reasonably explained.
- d. Random: Drug testing may be required on a random basis for those in any safety-sensitive positions.
- e. Return-to-Duty: Any employee found to have violated this policy will be required to test prior to returning to duty, and then randomly thereafter, for a one year period.
- f. Procedures:
  - i. The City will provide transportation for you to the testing facility in cases of reasonable suspicion and post-accident work-related incidents.
  - ii. All drug and alcohol testing will be performed by a laboratory selected by the City and certified by the state for drug and alcohol testing.
  - iii. All testing will be conducted according to DHHS/SAMHSA guidelines where applicable and will include a screening test, a confirmation test, and review by a Medical Review Officer (MRO) in the event of a positive test.
  - iv. If you test positive, you will be given the opportunity to provide a legitimate medical explanation for the positive result.
- g. Positive Test Result/Self-Reporting. The following procedures may be utilized, depending on all relevant circumstances, if you test positive for drugs or alcohol, or if you voluntarily come forward to report an alcohol or drug problem. This procedure shall not apply to applicants who test positive during pre-employment screens.
  - i. If you test positive or self-report having a problem with drugs or alcohol, you will be placed on family and medical leave (FMLA) for the purpose of seeking treatment if you meet the eligibility provisions of the Wisconsin and/or federal FMLA laws.
  - ii. Referral to a substance abuse professional for assessment and recommendation will be mandatory.
  - iii. You will be required to successfully complete any recommended treatment or rehabilitation, including continuing care. Treatment and rehabilitation will be at your expense, and you should check for coverage under the City's health plan.
  - iv. Assuming that you successfully complete the recommended treatment and rehabilitation and cooperate with continuing care, you will be required to pass a return-to-duty test and sign a return-to-work agreement.
  - v. You will be subject to random drug testing for a period of one year, or longer when necessary, and may be terminated if you test positive a second time or otherwise violate the return-to-work agreement.
  - vi. All or some of the foregoing provisions of this section may not be applied or may be modified depending on the particular circumstances of any given situation.

#### **E. EMPLOYEE CONDUCT AND WORK RULES**

- 1. To ensure orderly operations and provide the best possible work environment, the City expects you to follow rules of conduct that will protect the interests and safety of all employees and the organization.
- 2. It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace. The listing provided below is illustrative and not intended to be all-inclusive. The following are examples of infractions that may result in disciplinary action or termination:
  - a. Any form of theft, dishonesty or inappropriate removal, use or possession of property.

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- b. Falsification of timekeeping or other City records or documents.
  - c. ~~Fighting or threatening~~Any form of violence in the workplace.
  - d. Verbal or physical abuse; discourteous, insulting or inflammatory language or conduct, or any other form of behavior that could be deemed "bullying" -towards another person.
  - e. ~~Boisterous or disruptive activity in the workplace.~~
  - f. Negligence or improper conduct leading to damage of City-owned property or property belonging to others or injury to an employee or others.
  - g. Insubordination or other ~~failure to follow directives or instructions~~disrespectful conduct.
  - h. Violation of safety or health rules.
  - i. Smoking in prohibited areas or City-owned buildings, equipment or vehicles.
  - j. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
  - k. Excessive absenteeism.
  - l. Unauthorized use of telephones, mail system, or other City-owned equipment.
  - m. Unsatisfactory or inappropriate performance or conduct that discredits the City as determined by the City.
  - ~~n. Gambling on City property.~~
  - ~~o. Taking any fee, reward, gift, gratuity, or other form of remuneration in addition to regular City compensation from any source for the performance of duties in the capacity of an employee of the City.~~
  - ~~p. Improper political activities during work hours.~~
  - ~~q. Conduct that brings discredit to the City.~~
  - ~~r. Dishonesty.~~
  - ~~s.n. Sleeping during work hours.~~
  - ~~t.o. Leaving the jobwork~~ without permission unless due to an emergency.
  - ~~u.p.~~ Violation of any other policies/rules contained in this handbook, including, but not limited to, attendance, discrimination, harassment, workplace violence, technology ~~policy, ethics code,~~ drugs and alcohol, driving, ~~or~~ cell phones, etc.
3. **Disciplinary Action:** The purpose of discipline is to correct inappropriate conduct, violation of personnel policies, improper behavior or performance problems. Disciplinary action may include, but is not limited to, oral or written warnings, suspensions without pay, work restrictions, job transfers, termination or any other form of discipline, counseling or correction deemed necessary under the circumstances. The specific measures taken by the City ~~nature of the discipline~~ will depend upon the nature and severity of the violationconduct, and the surrounding circumstances, as determined by the City.

## F. **ETHICS CODE**

A complete copy of the City Ethics Code can be found on The Loop. Employees are required to acknowledge this policy separate from other policies of this handbook. For purposes of this handbook, the sections that pertain to the creation and operation of the Ethics Board and the content of the statement of interest have been removed. You may read these sections by going to The Loop, or requesting a copy from Human Resources.

1. **Statement of Purpose.** The proper operation of a democratic and representative government requires that public officials be independent, impartial and responsible to the people; that decisions and policy be made in proper channels of the governmental structure; that public office and public employment not be used for personal gain; and that the public has confidence in the integrity of its government. Public officials are agents of the public purpose, should hold their position as a public trust and should exercise their judgments for the benefit of the public.

Their conduct or action in the performance of official duties should be above reproach and in a manner that avoids any conflict or reasonable appearance of conflict so as to foster respect for government.

## 2. Declaration of Policy.

- a. In recognition of these goals there is hereby established a code of ethics which shall apply to all candidates for city office, and public officials, including elected and appointed Department Heads, employees and members of City boards and commissions. This code of ethics establishes guidelines for ethical standards of conduct to assist public officials in avoiding those acts or actions which are incompatible with the best interests of city government by directing disclosure of private interests in matters affecting the City of Pewaukee.
- b. It is intended that this code shall apply to all persons whose functions require the exercise of discretion and judgment. Nothing contained herein is intended to deny, to any individual, rights granted by the United States Constitution, the constitution of this state, the laws of this state or by labor agreements negotiated with bargaining representatives.

## ~~3. Definitions. The following definitions shall be applicable in this Code:~~

- ~~a. Advisory Opinion – Means an interpretation requested by a public official and issued by the Ethics Board regarding the propriety of any matter to which the public official is or may become a party.~~
- ~~b. Anything of Value – Means any money or property, favor, gift, service, payment, advance, forbearance, loan, or promise of future employment, including, without restriction by enumeration, tickets, passes, lodging, travel, recreational expenses, and admission offered and provided by persons doing business, or interested in doing business, with the city. "Anything of value" does not include compensation and expenses paid by the city; political contributions which are reported under Chapter 11, Wisconsin Statutes; occasional meals and beverages, unsolicited advertising or promotional material such as pens, pencils, note pads, calendars, and other items of nominal value; or hospitality of nominal value, or extended for a purpose unrelated to city business; or business related seminars, trade shows or other training related activities.~~
- ~~c. Associated – Means [includes], when used with reference to a person, any organization in which a public official or his/her spouse is a director, officer or trustee, or owner, or controls, directly or indirectly and severally or in the aggregate at least twenty percent (20%) of the outstanding equity.~~
- ~~d. Board – Means the Ethics Board created by this code of ethics ordinance.~~
- ~~e. Business – Means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self employed individual or any other legal entity which engages in profit-making activities.~~
- ~~f. Candidate for Elective Office of the City of Pewaukee – Means any person who files nomination papers and a declaration under §8.10, Wisconsin Statutes, for the purpose of appearing on the ballot for election to an office of the City of Pewaukee or any person nominated for a City office in an election through the write-in process and who files a declaration pursuant to §8.10, Wisconsin Statutes.~~
- ~~g. Conflict of Interest – Means a public official's action or failure to act in the discharge of his/her official duties which could reasonably be expected to produce or assist in producing a substantial economic or personal benefit for such official, his/her family or an organization with which he/she is associated.~~
- ~~h. Confidential Information – Means written material or oral information related to city government which is not otherwise subject to the open records law and which is designated by statute, ordinance, court decision, lawful order, or custom as confidential.~~



- i. ~~Contract~~ Means all agreements executed between the city or a sub-unit thereof and another party or parties for the provision of goods, materials, supplies, construction, or services in exchange for valuable and sufficient consideration.
- j. ~~Economic Interest~~ Means any interest that will yield directly or indirectly a monetary or other material benefit to the public official or to any person employing or retaining the services of the public official, or any member of the family of said public official, except as permitted by §946.13 of the Wisconsin Statutes.
- k. ~~Family~~ Means any individual related to a public official as spouse, parent, child, sibling, grandparent, grandchild, parent-in-law, sibling-in-law, son-in-law, daughter-in-law, and step relations of the above, or as a legal dependent of the public official for tax purposes.
- l. ~~Financial Interest~~ Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the public official or his/her spouse or to any person employing or retaining the services of the public official or his/her spouse.
- m. ~~Gift~~ Means the payment or receipt of anything of value without valuable and sufficient consideration.
- n. ~~Immediate Family~~ Means any individual related to a public official as spouse or legal dependent for Federal income tax purposes.
- o. ~~Income~~ Means the meaning given under the Federal internal revenue code.
- p. ~~Incompatibility~~ Means a conflict between one's official responsibilities and personal or economic interests which would prevent the public official from the complete and proper discharge of his/her official city duties.
- q. ~~Ministerial Action~~ Means an action that an individual performs in a given state of facts in a prescribed manner in obedience to the mandate of legal authority, without regard to the exercise of the individual's own judgment as to the propriety of the action being taken.
- r. ~~Nominal Value~~ Means a value of twenty-five dollars (\$25.00) or less received by a public official from any one (1) person, company or vendor within one (1) calendar month, not to exceed one hundred dollars (\$100.00) in a calendar year.
- s. ~~Organization~~ Means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual, body politic, or charitable entity.
- t. ~~Person~~ Means any natural person, corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, joint venture, trust, or other legal entity recognized as such by the laws of the state.
- u. ~~Personal Interest~~ Means any interest arising from a blood, marriage or adoptive relationship.
- v. ~~Principal Income~~ Means earnings which constitute at least one-half (1/2) of total annual earnings.
- w. ~~Private Business~~ Means those activities related to non-city government employment in which the public official has an economic interest.
- x. ~~Privileged Information~~ Means information obtained under government authority which has not become a part of the body of public information.
- y. ~~Public Official~~ Means any person holding an elected city office and candidates for elected city office, or any person holding an appointed city office, including all city Department Heads, all city employees, and all citizens appointed by the Mayor or Common Council to advisory boards, or commissions, and elected officials, and appointed members of committees and panels who are not elected.
- z. ~~Resources~~ Means city supplies, services, property or facilities not available to all citizens.
- aa. ~~Significant Fiduciary Relationship~~ Means owning or controlling, directly or indirectly:

- i. ~~At least twenty percent (20%) of the outstanding stock or stock of any business corporation having a cost or market values of at least five thousand dollars (\$5,000.00), or~~
- ii. ~~An interest of at least twenty percent (20%) or five thousand dollars (\$5,000.00) of any business.~~
- bb. ~~Significant Interest~~ Means owning or controlling, directly or indirectly, at least twenty percent (20%) or five thousand dollars (\$5,000.00) of the outstanding stock of any business.
- i. ~~Statement of Interests~~ Means the factual statement filed pursuant to the provisions of this subsection which contains the information set forth in Section 9(e).
- cc. ~~Valuable and Sufficient Consideration~~ Means payment or compensation of an amount equivalent to the actual value of any item or service received. If the actual value cannot be determined, payment or compensation of a reasonable value is acceptable.

**4. ~~Prohibited Conduct/Standards of Conduct.~~**

- a. ~~Use of Office or Position.~~ No public official may use or attempt to use his/her position or office to obtain financial gain or anything of more than nominal value or any advantage, privilege or treatment for the private benefit of himself/herself or his/her family, or for any business or organization with which he/she is associated.
- b. ~~Influence and Reward.~~ No person or entity may offer or give to a public official or member of his/her family, directly or indirectly, and no public official may solicit or accept from any person or entity, directly or indirectly, anything more than nominal value if it could reasonably be expected to influence the public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on his/her part.
- c. ~~Limitations on Actions.~~ Except as otherwise provided in paragraph (d), no public official may:
  - i. ~~Take any official action affecting, directly or indirectly, a matter in which he/she, a member of his/her family, or an organization with which he/she is associated, or has a substantial financial or personal interest.~~
  - ii. ~~Use his/her office or position in a way that produces or assists in the production of a benefit, direct or indirect, for him/her, a member of his/her family either separately or together, or an organization with which the public official or his/her spouse is associated.~~
  - iii. ~~A public official who has or whose spouse has a financial or personal interest in any matter coming before the Common Council shall disclose on the records of the Common Council the nature and extent of such interest. This provision shall not apply if the public official disqualifies himself/herself from participating in discussion of the matter and from voting on it. A public official shall disqualify himself/herself from discussing and voting if the matter under consideration involves his/her or his/her spouse's financial or personal interests to the extent that such interests conflict or appear to conflict with her/his official duties or would impair or reasonably be expected to impair her/his independence of judgment or actions.~~
  - iv. ~~Nothing in this section prohibits a public official from making decisions concerning reimbursement of expenses, salaries, or salary related benefits of city council members.~~
- d. ~~Paragraph (c) does not prohibit a public official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a public official from taking official action with respect to any proposal to create, modify, or repeal a City ordinance, resolution or matter benefiting the public.~~
- e. Privilege and Advantage.

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- ~~i. No public official shall request or be permitted the use of City-owned vehicles, equipment, materials, property or access to records for personal convenience or profit, or for that of another, except when the same are available to the public generally or except where otherwise authorized by the Common Council as prescribed in the employee handbook.~~
- ~~ii. No public official shall grant any privilege, special consideration, treatment or advantage to any person beyond that which is available to every other person except as may be specifically provided for by law.~~
- ~~iii. No public official may solicit, demand, accept or agree to accept anything of value if it is in relation to a particular contract, solicitation, or proposal, or if it could reasonably be expected to influence his/her independence of judgment, action or inaction in the performance of his/her official duties. In addition, the acceptance of a gift offered in relation to any proceedings such as a decision, approval, disapproval, recommendation, rendering of advice, investigation, auditing or any other advisory capacity is also prohibited.~~
- ~~f. Misuse of City Property. City public officials may not use City property in any manner that is prohibited by policy, causes unnecessary costs, congestion, disruption, or damage to City property, or in a manner that demeans other staff, groups, individuals and organizations. Examples of inappropriate activities include, but are not limited to, the following:~~
  - ~~i. Intentionally or unintentionally permitting the use of City office equipment by unauthorized persons, e.g., friends, family or others.~~
  - ~~ii. Using City logos or titles to misrepresent materials as official or misrepresenting, either implicitly or explicitly, personal views or comments as an official City policy or position.~~
  - ~~iii. Using City-owned property to maintain or support a private business.~~
  - ~~iv. Any computer related issue as outlined in the City's "Information Technology" Policy.~~
- ~~g. Outside Employment. No public official shall engage in or accept employment or render service, whether compensated or uncompensated, when such employment or service would conflict or reasonably appear to conflict his/her independence of judgment or action in the performance of official duties.~~
- ~~h. Disclosure of Information. No public official may intentionally use or disclose privileged information gained in the course of, or by reason of his/her official position or activities, in any way that could result in the receipt of anything more than nominal value for himself/herself, for a member of his/her family, or for any other person or entity if the information has not been communicated to the public or is not a public record.~~
- ~~i. Contracts or Leases. No public official, member of his/her immediate family, nor any organization in which the public official or a member of his/her immediate family owns or controls at least twenty percent (20%) of the outstanding equity, or indebtedness, or voting rights may enter into any contract or lease with derived from funds administered by the City, unless the public official has first made written disclosure of the nature and extent of such relationship or interest to the Common Council and to the department acting for the City in regard to such contract or lease. The Common Council, upon request, may waive this subsection when it is in the best interests of the City. Any contract or lease entered into in violation of this provision may be voided by the City in an action commenced within three (3) years of the date on which the Common Council, or the department or public official acting for the City in regard to the allocation of City funds from which such payment is derived, knew or should have known that a violation of this subsection had occurred. Nothing in this provision affects the application of §946.13, Wisconsin Statutes or subsequent amendments of that section relating to a public official's activity concerning a direct or indirect financial interest in a proposed City contract.~~

~~j. **Related Wisconsin Statutes.** There are certain provisions of the Wisconsin Statutes which must, while not set forth herein, be considered an integral part of any governmental Code of Ethics. Accordingly, the provisions of applicable sections of the Wisconsin Statutes, and any amendments thereto, are made a part of this Code of Ethics and shall apply to public officials whenever applicable, including but not limited to the following:~~

~~i. **§ 946.10. Bribery of Public Officers and Employees.**~~

~~ii. **§ 946.12. Misconduct in Public Office.**~~

~~iii. **§ 946.13. Private Interest in Public Contract Prohibited**~~

~~This paragraph does not prohibit a public official from using the title or prestige of his/her office to obtain campaign contributions that are permitted and reported as required by Chapter 11, Wisconsin Statutes.~~

~~k. **Lobbying After Term or Employment.** No former public official, for twelve (12) months following the date on which he/she ceases to be a City public official, may, for compensation, on behalf of any person other than a governmental entity, make any formal or informal appearance before or try to settle or arrange a matter by calling, writing, or conferring with, any public official of the department with which he/she was associated as a City public official.~~

~~l. **Economic and personal interest.** No public official shall engage in any business or transaction or shall act in regard to economic or personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties or which would impair his/her independence of judgment or action in the performance of his/her official duties. This section is not intended to interfere with public officials having duties or employment in addition to those related to the city, provided those duties or employment do not cause violations of this Code of Ethics and are disclosed to his/her supervisor.~~

#### **5. Action Upon Conflict:**

~~a. Any public official who, in the discharge of his/her official duties, is involved in or is about to be involved in any matter that could result in a breach of this Code of Ethics on his/her part, shall prepare a written statement describing such matter and the nature of the possible breach. This statement shall be delivered to the city clerk for transmittal to the Ethics Board chairman for the Ethics Board review and recommendation. In the case of employees, this statement shall be delivered to their Department Head and in the case of Department Heads, to the city administrator. The public official is to withdraw from further participation in the potential breach involved until such discussion or determination is made.~~

~~b. Non city government employment which may be related to the public official's city duties and membership in social, political, fraternal, charitable, or religious organizations is not prohibited. However, it is the responsibility of the public official to ensure that non city government employment or membership does not conflict or interfere with the complete and proper discharge of his/her duties for the city. Any non city government employment or membership which could potentially lead to a conflict situation should be discussed with the public official's immediate supervisor or with the Ethics Board to determine the best means of preventing conflict situations from developing.~~

~~c. If the conflict of interest matter reported by the public official in writing to the Department Head cannot be resolved at a departmental level through reassignment of specific duties or other means and/or further clarification is needed, the matter shall be referred on behalf of the public official by the Department Head to the Ethics Board for an advisory opinion.~~

~~d. It is prima facie evidence of intent to comply with the code of ethics when a public official seeks advice from supervisory personnel and/or from the Ethics Board on how to resolve a real or potential conflict situation and abides by that advice~~

**6. Penalties.** If after investigation and a hearing, the Ethics Board determines that a violation of the Code of Ethics has occurred, it shall refer its findings and a recommendation for sanction to the appropriate supervising authority. In the case of a city employee, the referral shall be made to the employee's Department Head, and in the case of a Department Head, the referral shall be made to the City Administrator and in the case of an elected official, the referral shall be made to the Common Council. The recommendation may be as follows:

- a. ~~In the case of an elected official, the Common Council may consider sanctions up to and including public censure of the elected official;~~
- b. ~~In the case of a member of a board, committee or commission, that the Mayor or other appointing authority consider removing the member from the board, committee or commission;~~
- c. ~~In the case of an employee, that the employee's appointing authority consider denial of merit increase, suspension without pay, fine, or discharging the employee;~~
- d. ~~As an alternative or in addition to the sanctions imposed herein, that any person or entity found in violation of this ordinance not be awarded any City contract, grant, loan or any other thing of value for a period of twelve (12) months from the date of finding of the violation or that any such contract, grant, loan or things of value be terminated, repaid, forfeited or called in.~~

**7. Political Activity.**

- a. ~~No public official while on duty or on official City business shall, for the apparent purpose of influencing the outcome of any referendum, or improving the chance of election of a person seeking elective office:~~
  - i. ~~Wear or display any campaign material.~~
  - ii. ~~Distribute any campaign literature.~~
  - iii. ~~Solicit, receive or give subscriptions, contributions or service for any candidate or referendum position.~~
  - iv. ~~Actively campaign for any candidate or any referendum position.~~
- b. ~~No public official while on duty or other official City business or off duty shall in any way coerce or attempt to coerce subscriptions, contributions or service from subordinate employees in support of a political party or a candidate for elective office or for or against a referendum position, or retaliate against or reward an employee for refraining from participating in any political activity. No employee on or off duty shall use her or his title or position or indicia thereof in any elective political activity.~~
- c. ~~This subsection does not apply to a response by a legal custodian or subordinate of the custodian to a request to locate, reproduce or inspect a record under §19.35, Wisconsin Statutes, if the request is processed in the same manner as the custodian or subordinate response to other requests to locate, reproduce or inspect a record under such section or to an employee providing other information within the knowledge of the employee by virtue of his/her City position if such information is made equally available upon request to any other person.~~
- d. ~~Police officers and firefighters shall observe the applicable rules of the Police and Fire Departments relating to political activity.~~
- e. ~~No public official shall promise an appointment to any municipal position as an apparent reward for any political activity.~~

**8. Disclosure.**

- a. ~~All public officials whose duties and responsibilities include the evaluating, awarding and executing of contracts for the purchase of supplies, services, materials, and equipment for or on behalf of the city or any board or commission thereof, or for the construction of public~~

~~works, or for the sale or lease of real estate, are required to file statements of economic interest as set forth in this section.~~

~~b. Each public official required to file a statement under this section shall do so during the month of May of each year, commencing in the first full calendar year following adoption of this Code of Ethics. Public officials required to file who are hired, and/or assume responsibilities requiring them to file, after April 30 of the calendar year, shall file within thirty (30) workdays of assuming such responsibilities. These statements shall be filed with the City Clerk. Failure to file this form with the Ethics Board in a timely manner may result in forfeitures, reprimand, or, in the case of a candidate, exclusion from ballot.~~

~~c. The statements of economic interest are considered public record and shall be open to public inspection. Requests for examination of these statements shall be made in writing to the City Clerk. The public official shall be notified of the request for examination of his/her statement of economic interest and shall be supplied with the identity of the requester.~~

~~d.a. Use of a fictitious name or address or failure to identify the person on whose behalf the request for a copy of Statement of Economic Interest is made, is a violation of law. Any person who intentionally violates this section is subject to a fine as determined by the Common Council from time to time and imprisonment for up to one year. §19.59(1), Wisconsin Statutes. [Content of the Statement is found in the complete statement of the Ethics Policy; see introduction above].~~

## **G. GRIEVANCE PROCEDURE**

### **1. Purpose and Scope.**

- a. The grievance procedure is designed to implement the provisions required by Section 66.0509(1m) of the Wisconsin Statutes. Nothing in this policy is intended to create a legally binding contract or to change the at-will nature of employment with the City.
- b. This grievance procedure applies to all employees of the City only and does not apply to any elected official. Nor does it apply to employees of the Fire Department who are subject to Section 62.13 (5) of the Wisconsin Statutes, or to employees covered by a collective bargaining agreement containing a grievance procedure.
- c. This grievance procedure applies only to issues concerning workplace safety, discipline and termination.
  - i. For purposes of this policy, "workplace safety" means conditions of employment affecting an employee's physical health or safety, safe operation of workplace equipment and tools, personal protective equipment, and workplace violence. "Workplace safety" does not include conditions of employment related to general working conditions unrelated to physical health and safety, such as hours, overtime, leaves of absence, work schedules, breaks, vacation, performance reviews, compensation, etc.
  - ii. For purposes of this policy, "termination" includes actions taken by the City to terminate an employee's employment for rule violations, performance issues, lack of qualifications, license or certification, or other inability to perform job duties, acts that are detrimental to the City or acts of misconduct, or end of employment due to disability; it shall not include layoffs, failure to be recalled from layoff, any activity related to workforce reductions, voluntary terminations, resignations, or retirements, job abandonment, end of employment and/or completion of assignment of a temporary, seasonal, contract or volunteer relationship.
  - iii. For purposes of this policy, "employee discipline" shall include any employment action that results in disciplinary suspension with loss of pay, disciplinary reduction in pay or benefits, or disciplinary demotion; it further includes verbal and written warnings. It shall not include plans of correction or performance improvement, performance evaluations or reviews, documentation of employee acts and/or omissions in an

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employment file, counseling, meetings, or other pre-disciplinary action, administrative suspension with pay, administrative suspension without pay pending investigation of alleged misconduct or nonperformance, non-disciplinary wage, benefit or salary adjustments, or any other action taken by the City for non-disciplinary reasons.

2. **Procedure.**

- a. Every reasonable effort should be made by supervisors and employees to resolve questions, problems and complaints together. Thus, you should first discuss any issues concerning the subjects covered by this grievance procedure with your immediate supervisor.
- b. If the complaint cannot be resolved by your immediate supervisor, you may file a written grievance with the Department Head no later than 7 work days from the date that you first knew, or should have known, of the condition or circumstance giving rise to your grievance. If the complaint involves the Department Head, the complaint should be submitted to the Director of People & Culture. The written grievance must include your name, job title, a statement of the grievance, the date of the event or circumstances giving rise to your grievance, identification of the policy/procedure/rule that is being challenged, your signature and date; grievance forms are available from Human ResourcesEmployee Services. The Department Head may schedule a meeting with you and other relevant parties, but this meeting must occur within 10 work days of the Department Head's receipt of the grievance. The Department Head will provide a written response within 10 work days of receiving the grievance or within 10 work days of the meeting. In the event the Department Head is the immediate supervisor, you shall file your grievance with the Human ResourcesDirector of People & Culture and the same time periods apply.
- c. The written decision referenced in subparagraph b. above shall be final unless you file a written request for review with the Human ResourcesDirector of People & Culture no later than 5 work days of the date of the written decision. The Human ResourcesDirector of People & Culture may schedule a meeting with you and other relevant parties, but this meeting must occur within 10 work days of receiving the request for review. The Human ResourcesDirector of People & Culture will provide a written response within 10 work days of either receipt of the request for review or the date of the meeting, whichever is later. If the Human ResourcesDirector of People & Culture has already reviewed the matter as set forth in paragraph subparagraph b. above, the provisions of this paragraph do not apply and the next step is before an impartial hearing officer.
- d. The written decision of the Human ResourcesDirector of People & Culture shall be final unless you file a written request with the Human ResourcesDirector of People & Culture no later than 5 work days after the date of the written decision referenced in subparagraph c. above requesting a hearing before an impartial hearing officer (HO) selected by the City. The HO shall not be a City employee. The hearing shall be held as soon as practicable. It shall be transcribed only if one or both parties agree to bear the cost of transcription. Witnesses may provide oral information if they are present, but written witness statements in lieu of a personal appearance are prohibited. Written documents may be submitted. The HO will determine which witnesses may speak and which documents will be accepted. The hearing is to be informal and the rules of evidence do not apply; however, no factual finding can be based solely on hearsay. There shall be no discovery. The HO may request oral or written arguments. The HO may also decide that a hearing is not necessary, and that he or she can make a decision solely on submission of written documents. The sole question to be answered by the HO is whether the City's decision was arbitrary and capricious. The grievant shall bear the burden of proof. The HO must sustain or deny the City's decision; the HO does not have the authority to modify the City's decision, nor to grant, in whole or part, the specific request of the grievant. The HO shall provide a written decision within 30 calendar days of the hearing date or final submission of written documents.



- e. The decision of the HO shall be final unless you or the City files with the Clerk's office a written request for review by the City's Common Council no later than 5 work days of the date of the HO's written decision. The Council shall review the matter as soon as practicable. Only the issues raised before the HO may be appealed and considered by the Council. The Council shall not hear from any witnesses or take any additional documents or any other evidence, but rather will limit its review based on the written record before the HO. The Council is not to substitute its judgment for that of the HO, but rather will limit its determination to whether a rational basis exists for the HO's decision. A simple majority vote of the Council shall decide the appeal. The Council's decision shall be final and not subject to any further review.
- f. Your failure to process a grievance within the time limits set forth herein, or pursuant to agreed upon written extensions, shall constitute a termination of the grievance; it shall not be processed any further and cannot be re-filed. Failure of the City to meet the time lines shall cause the grievance to automatically move to the next step.
- g. All expenses incurred by either party in investigating, preparing or presenting a grievance shall be borne by the party incurring the expense. The cost of the HO shall be borne by the City.

#### **H. BULLETIN BOARDS**

Bulletin boards are provided to inform you of important developments and legal rights. Bulletin boards are to be used only for official notices or announcements that have been approved by the Administrator. You are responsible to know the information communicated on the bulletin boards and, therefore, must check the bulletin boards regularly. You are permitted to post appropriate notices and information on The Loop by submitting a request to ~~Human Resources~~Employee Services.

#### **I. CELLULAR TELEPHONE POLICY**

1. **Policy.** City-issued cellular telephones are provided for conducting official City business. Personal use is only permitted if such use is infrequent, unavoidable, and fully reimbursed to the City.
2. **Procedure.**
  - a. Cellular Telephone Usage.
    - i. If you are assigned a cellular telephone, it may be taken away at any time at the discretion of the City Administrator, Department Head, or supervisor. All City issued cell phones are City property.
    - ii. Your communications using City cell phones, including voice mails, emails, texts and other communications are not private and may be accessed at any time by City management when it deems necessary, and further may be subject to disclosure under Wisconsin's open records laws.
    - iii. Your use of City cell phones must be in compliance with all other City policies, including but not limited to, the anti-harassment, anti-discrimination, social media, and technology policies.
  - b. Personal Use of Cellular Telephones.
    - i. All personal use of cellular telephones is strongly discouraged.
    - ii. You will be required to review your bill for your phone and must highlight those charges that are personal. You will in turn be billed for all personal calls in the amount identified on the activity/billing statement.
    - iii. Reimbursement for personal calls must be made no later than 30 days following the date the department receives the statements for review. Failure to reimburse the City for personal calls may result in discipline or termination.



- iv. The use of cellular telephones while driving or operating moving vehicles and equipment is strictly prohibited as set forth in the City's Driving Requirements and Practices policy, found on [page 30 of the handbook](#).

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**J. COMMUNITY RELATIONS**

It is vital that you treat the public in a courteous, patient and respectful manner at all times. The public should not be treated in a condescending or impolite manner and should never be kept waiting an unreasonable amount of time.

**K. COMPENSATION**

Salaries and wage increases are as set by the Common Council. Additional parameters are set forth in the City's Classification, Compensation and Pay-for-Performance Plan, a copy of which can be found on The Loop or from the [Human ResourcesEmployee Services](#) Department.

Appointment of employees to a higher classification on a temporary basis in order to fill a vacancy is considered an "acting appointment." Should you be appointed to such a temporary position, you may receive a temporary pay increase if authorized by the City. Whether such a pay increase is given will be at the City's discretion and will depend upon all relevant factors, including length of appointment, nature of the position, and differential in pay between your regular position and the temporary appointment.

**L. CREDIT CARD USE**

Credit card use is governed by the City's Credit Card Policy, a copy of which is found on The Loop. Any violation of that policy may, depending on the circumstances, result in discipline or termination.

**M. EMERGENCY CLOSINGS**

When an emergency, such as severe weather, fires, power failures, etc., requires the closing of a City facility, you may elect to use accrued leave time to cover lost hours. If you choose not to use accrued leave time, or if you do not have any accrued leave time, the hours missed will be unpaid. If you are not able to report to work due to weather conditions, you may substitute vacation pay, holiday, or compensatory time to compensate for hours not worked, otherwise, the time off will be unpaid. Employees in essential operations may be asked to work on a day when operations are officially closed.

**N. EMPLOYEE INFORMATION**

It is important that you immediately notify the [Human ResourcesEmployee Services](#) Department in the event of any change in any of the information contained in your personnel file. This assists the City in keeping all information in personnel files and your benefit coverages current. You must report, as soon as possible, any changes in name, mailing address, phone number, marital status, number of dependents, beneficiary designations, and emergency contact information.

**O. EMPLOYMENT OF FAMILY MEMBERS**

City departments can employ relatives or domestic partners but not when an employee would directly supervise a relative or domestic partner, or where such employment would otherwise create potential problems, safety or security concerns, a conflict of interest or is otherwise not deemed by the City to be in the best interests of the department.

**P. FINANCIAL POLICIES AND PROCEDURES**

Purchasing policies and requirements are as outlined in the City's Financial Policy/Procedure Manual. This Manual can be found on The Loop.

**Q. ID BADGES**

All employees will be issued and must wear and visibly display photo identification badges as provided by the City. Identification badges must be worn in a manner that allows the badge to be

clearly visible. This badge may also provide location access to buildings or work areas through keyless entry.

#### R. MEDIA RELATIONS

The City tries to cooperate with the media (radio, television, and newspapers) whenever possible. If you are contacted by the media while at work, you must refer them to the City Administrator who will answer any of their questions or provide any requested information. Failure to forward media contacts to the City Administrator could cause unnecessary confusion and delay in accurately communicating the City's position or information.

#### S. MEDICAL PRIVACY POLICY

The City strives to protect personal and medical information of the employees with the following practices:

- Medical information is kept in separate employee medical folders on a medical only network drive.
- Access is limited to Employee Services staff who are committed to taking all measures to ensure confidentiality and have been trained how to do so.
- Medical records are not to be retained in any other location and are not to be kept by individual managers. All medical documentation is to be sent to Employee Services, no copies are to be retained in paper or electronic formats.
- Disclosure is narrowly limited to legitimate business purposes, such as administration of benefits, reasonable accommodations and medical leave determinations, and any purpose mandated by law.
  - a) Disclosure to supervisors is limited to a need to know basis when necessary to disclose need for time off, work restrictions or needed accommodations.
- Under Wis. Stat. sec 103.13, employees can request to see their medical records in accordance with the provisions outlined there.

Under this same policy, employees who are prescribed to take over-the-counter or prescription drugs that can cause impairment while on the job, such as dizziness, loss of coordination, sleepiness, or otherwise impact an employee's attitude, performance or safety, or the safety of others, need to notify Employee Services PRIOR to reporting for work or working with medication in his or her system.

#### T. OPEN DOOR POLICY

Your opinions, suggestions and questions are important to us. Feel free to talk with your immediate supervisor about issues at work that concern you or conflicts that you are having with a co-worker. We will attempt to provide straightforward responses to your questions and comments. If you are unable to resolve your issues, please contact the Human Resources Director of People & Culture or City Administrator. Suggestions can also be submitted anonymously on The Loop.

#### U. OUTSIDE EMPLOYMENT

1. All full-time and regular part-time employees are expected to place the responsibilities and obligation of their positions with the City first. You shall be permitted to engage in outside, non-City employment, subject to the following conditions:
  - a. There shall be no possible conflict of interest or activity between the secondary employment and your City work and/or work of the City.
  - b. The City may request you to cease any outside work, or terminate your employment in the event of a refusal to surrender the secondary employment, if, in the City's opinion, such work is affecting the efficiency, quality, and effectiveness of your work with the City or a potential conflict of interest develops.

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- c. There shall be no professional consulting work of any kind carried on by any of the professional members of the City staff anywhere within the limits of the City where such work would be in conflict with the staff member's duties at the City.
- d. No such outside employment or consulting work shall be carried on during your work hours for the City, or in the City offices, buildings, or on City land, nor shall City vehicles, equipment, supplies, machines, or other City property be used for such work.
- e. All employees will be required to provide the City with a listing of their outside employment annually on the proper form.

#### **U.V. PERFORMANCE EVALUATIONS**

Periodic evaluations are an important opportunity to let you know how you are performing, how performance can be improved and to receive input from you concerning training, supervision, job difficulties and other valuable feedback. In addition, performance is directly related to the City's pay-for-performance compensation plan. A complete copy of that plan can be found on The Loop.

#### **V.W. PERSONAL APPEARANCE**

As a City employee, your appearance reflects upon the City. You are expected to present yourself for work in a professional, presentable, modest, well-groomed manner at all times, in attire authorized by your Department Head or City Administrator. All clothing must be clean, neat and in good repair. Athletic shoes are permissible if they have a clean appearance. Sandals that are of a professional appearance may be worn. You are required to adhere to the guidelines of the Safety Policy to the extent they are applicable to your position. Depending on considerations of individual departments, as set by the Department Head, certain employees may have to meet special dress, grooming, and hygiene standards that may be required for health or safety reasons, customer and public contact, or other professional/service considerations. These restrictions may include such things as tattoos, body piercings, facial hair, hairstyles and similar considerations.

#### **W.X. PERSONAL PROPERTY**

The City reserves the right to conduct searches and inspections of employees, their personal items, and City-provided property when a business need, probable cause or reasonable suspicion exists in the City's opinion. Searches and inspections may be conducted without notice.

#### **X.Y. PERSONNEL RECORDS AND EMPLOYMENT REFERENCES**

Personnel records are the property of the City and access to the information they contain is restricted. Access to your personnel records is governed by the provisions of Wisconsin Statute § 103.13. Should you want to review your personnel record, you must contact Human Resources/Employee Services. All requests from sources outside the City for personnel information or employment references concerning applicants, current employees, and former employees shall be forwarded to the Human Resource/Employee Services Department.

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#### **Y.Z. RECYCLING**

The City of Pewaukee supports conservation of scarce resources by encouraging recycling and waste reduction in its business practices and operating procedures. This commitment and support includes the purchase, use and disposal of products and materials in a manner that will appropriately utilize natural resources and minimize any adverse impact on the natural environment.

#### **Z-AA. SAFETY POLICY**

1. Job safety is very important to you and the City. The City requires safe work practices of all employees and expects you to conduct yourself carefully and in a safe manner at all times.
2. You must work in a safe manner, observe good safety procedures, use required personal protective equipment (PPE) and follow all safety rules. All work areas must be kept clean and

free from debris and clutter. Tools and equipment must be kept clean and in good repair. Any accident, hazard, or unsafe condition or equipment is to be immediately corrected and reported to a supervisor. If you are involved in or witness an accident while working, you must report it immediately to a supervisor. Supervisors are responsible for maintaining a safe work environment, establishing safety rules, and adequately training all their staff.

3. A copy of the City's safety handbook is distributed separately from this handbook to each employee. If you do not have a copy, please contact ~~Human Resources~~ **Employee Services**. You must familiarize yourself with these rules and abide by them. If you have any questions about one or more of the rules, you should contact your supervisor or the ~~Human Resources~~ **Director of People & Culture**.

#### **AA.BB. SMOKING POLICY**

Smoking, including electronic cigarettes, and use of tobacco products, is prohibited in any City buildings, City vehicles, while operating any equipment, or inside any roofed, permanent structures in City parks. Smoking will be permitted only outside of City buildings in designated areas and in accordance with Wisconsin law.

#### **BB.CC. SOCIAL MEDIA**

1. The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate. City of Pewaukee departments may utilize social media and networking sites to conduct City business on behalf of the department, provided that the policies of such use as stated herein are followed.
2. **Parameters of Acceptable Use**
  - a. All City of Pewaukee social media sites must be approved by the City Administrator and the Mayor prior to implementation.
  - b. Unless specifically approved otherwise by the City Administrator and the Mayor, departmental use of social media will be for one-way communication only.
  - c. The City's website and citizen portal shall remain the City's primary and predominant Internet presence. Social media may be used as channels for disseminating time-sensitive information as quickly as possible, and as marketing/promotional channels that are designed to increase the City's ability to communicate with the widest possible audience.
    - i. Where possible, the content posted on the City's social media sites should contain links directing users back to the City's official website/citizen portal for in-depth information, forms, documents or online services necessary to conduct business with the City.
    - ii. Where possible, content posted to the City's social media sites will be available on the City's website/citizen portal.
  - d. All City social media sites shall comply with all other applicable City policies and standards, including but not limited to, the Technology Policy, Ethics Code, Anti-Harassment and Discrimination Policy, Workplace Violence Prohibition, and Confidential Information Policy.
  - e. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication of City business. All sites shall clearly indicate that they are maintained by the City of Pewaukee and shall have the City of Pewaukee logo and contact information clearly and prominently displayed. All sites shall contain a notification that all comments and written communications are monitored and that the City reserves the right to remove any content that violates this policy.
  - f. Departments will use proper grammar and professional communication, avoiding jargon and abbreviations. While social media sites are casual, you must still professionally represent the City at all times.
  - g. Articles, comments, or other communication on such sites containing any of the following content are strictly prohibited:

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- i. Comments not topically related to the particular social medium material being addressed;
  - ii. Political statements or information;
  - iii. Profanity;
  - iv. Content that promotes, fosters, references, or perpetuates discrimination or harassment on the basis of classes protected by State or Federal anti-discrimination laws, and as set forth in the City's Harassment policy, including but not limited to, race, creed, color, age, sex, religion, national origin, disability or sexual orientation;
  - v. Sexual content or links to sexual content;
  - vi. Conduct, comments or references to illegal activity;
  - vii. References or information that could compromise another's safety or security;
  - viii. Content that violates the legal ownership interest of any other party.
- h. City social media sites are subject to the State of Wisconsin open records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communications, is a public record. Content related to City business shall be maintained in an accessible format so that it can be produced in response to a request. City social media sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Wisconsin state law and City of Pewaukee ordinances regarding records retention shall apply to social media formats and social media content. All requests for public records must be forwarded to the City Clerk's office for response.
3. The City reserves the right to restrict or remove any content at its discretion except to the extent prohibited by law.
  4. The IT Director shall maintain and keep current a list of all social media tools that are available for use and are approved for use by the City Administrator and the Mayor. The Director shall also ensure that the City can immediately edit or remove content from City social media sites.
  5. **Personal Use.** Your personal use of social media sites is prohibited during work hours. You should have no expectation of privacy in your use of any social media accessed at work and/or via City-owned technology resources.
  6. **Violation of Policy.** Every user is responsible for the integrity of these resources. Violations of this policy will result in disciplinary action, including possible termination and/or appropriate legal action. If you need help understanding this policy or discover a violation of this policy, please notify the ~~Human Resources~~ Director of People & Culture.
  7. **Facebook.**
    - a. When a Department determines that it has a business need for a Facebook account, it will submit a written request to the City Administrator. No Facebook account shall be established without the approval of the City Administrator and the Mayor. Each Department will have only one Facebook account.
    - b. The City will create "pages" in Facebook, not "groups." Page names should be descriptive of the Department and the names must be approved ~~prior to creation~~ by the City Administrator prior to creation. Each Department using an approved Facebook account must designate an individual who will be responsible for regular monitoring of the site.
    - c. A link to the [www.cityofpewaukee.us](http://www.cityofpewaukee.us) will be included on the Info page.
    - d. Comments will be turned off but may be allowed on a case-by-case basis with approval from the City Administrator and Mayor. Discussion boards will be turned off.
    - e. There are thousands of Facebook applications. While some may be useful to the page's mission, they can cause clutter and security risks. An application should not be used unless

it serves a business purpose, adds to the user experience, comes from a trusted source and is first approved by the IT Director.

8. **Twitter.**

- a. When a Department determines that it has a business need for a Twitter account, it will submit a written request to the City Administrator. No Twitter account shall be established without the approval of the City Administrator and the Mayor. Each Department will have only one Twitter account.
- b. Twitter usernames shall begin with "Pewaukee." In cases where the username is too many characters, they shall begin with "PWK."
- c. Twitter accounts shall be used only for one of the following reasons:
  - i. To get emergency information out quickly;
  - ii. To promote City-sponsored events; or
  - iii. To refer followers to content hosted at [www.cityofpewaukee.us](http://www.cityofpewaukee.us)
- d. Personnel using an approved Twitter account must ensure that information is posted correctly the first time. Twitter does not allow for content editing.

~~CC.DD.~~ **TECHNOLOGY POLICY**

1. **Overview.**

- a. The City of Pewaukee provides you and other authorized users with access to and the use of a variety of information technology resources. These resources are provided to you in an effort to allow you to be more efficient, productive, and to have access to information that is necessary to carry out your responsibilities on behalf of the City.
- b. You are expected and required to use these information technology resources in a manner consistent with your position and work responsibilities with the City. The City establishes policies and monitors operations to protect you from creating legal liabilities and negative publicity for yourself and the City, either knowingly or unknowingly. The City expects you to act responsibly, and always in the best interests of the City.
- c. Use of the City's Information Technology Resources contrary to the policies contained herein ~~may result in discipline or termination~~ is prohibited.

2. **Definitions.**

- a. User: Any employee or individual who has been authorized and granted access to and use of any Information Technology Resource by the City of Pewaukee.
- b. Information Technology Resources: For the purpose of this policy, the City of Pewaukee defines Information Technology Resources as any equipment, hardware, software or network account/access that is assigned and/or available for Users to use in the course of their employment. These resources include but are not limited to the following: security access cards and/or FOB's, telephones, mobile phones, iPads or tablets, printers, fax machines, software applications, Internet access, social media access, voice mail, email, computer workstations, laptop computers, storage media, digital cameras, radios, plotters, scanners, mobile data computers and copy machines. This policy also applies to access of national and statewide criminal information networks and databases intended for law enforcement purposes.
- c. Electronic Communications: For purposes of this policy, "electronic communications" includes, but is not limited to, the sending, receipt, and use of information through the City of Pewaukee's electronic information network (Intranet), the Internet, email, voice mail, telephones, cell phones, law enforcement related information networks and databases, or any other information technology resource.

3. **General Provisions.**

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- a. The City's Information Technology Resources are designed for City business use only. The City recognizes that you may occasionally utilize Information Technology Resources for personal use. Such utilization must not interfere with the use of equipment for City purposes or an employee's job responsibilities. Further, such use can only be incidental in nature, meaning that it is to be occasional, casual, minor, or insignificant and does not interfere with job performance or impede business-use operations. Finally, the User must provide all non-incidentals consumables for such activity, i.e.... colored ink, diskettes, flash drives, CD's etc.
  - b. Your voice mail, texts, social media messages, or other electronic communications may be read or heard by someone other than the intended recipient, and may even have to be disclosed to outside parties pursuant to public records laws or as part of discovery in connection with litigation. Accordingly, you must ensure that your messages are appropriate, courteous, professional, and in compliance with all other policies, procedures, and ordinances in this Handbook or otherwise created or issued by the City.
4. **Systems Management and Privacy.**
- a. To protect the integrity of any of the City's Information Technology Resources, and protect legitimate users from the effects of unauthorized or improper use of these facilities, the City maintains the authority to take any of several steps. This includes the authority to limit or restrict your use of the resources; the authority to access, inspect, copy, remove or otherwise alter any data, file, system, or technology resource that may undermine the proper use of such resources; and any other steps deemed necessary to manage and protect the City's technology resources. This authority may be exercised with or without notice to you.
  - b. All work products created through the use of the City's Information Technology Resources are the property of the City of Pewaukee. All communications created, sent or retrieved through the City of Pewaukee information technology systems, including but not limited to, the Internet, are also the property of the City of Pewaukee.
  - c. Users shall have no expectations of privacy with respect to any electronic communication or any use of any City of Pewaukee Information Technology Resources, even those that are password-protected.
  - d. The City of Pewaukee reserves the right to monitor, access, review, copy, store, or delete any electronic communications, including personal messages, from the system for business purposes and to disclose them to supervisors or others as it deems appropriate, or as may be required by law. Accordingly, you should not utilize any Information Technology Resource to send, receive, or store any messages or information that you wish to keep private.
  - e. The City of Pewaukee shall not be liable for, assume any legal responsibility for, or bear any costs arising out of electronic communications or other information flowing in or out of the City's Information Technology Resources. The City of Pewaukee assumes no responsibility for any consequences resulting from any employee or other User who uses any of its Information Technology Resources for any fraudulent or other illicit purposes, or otherwise contrary to the provisions of this Policy.
5. **Prohibited Activity and Use of Good Judgment.** In addition to the policies set forth above, prohibited activities concerning the City's Information Technology Resources include but are not limited to the following:
- a. Users will not transmit confidential information unless it is part of the User's scope of City-related duties.
  - b. Users will not alter any technology resource without authorization from the Information Technology (IT) Director. This includes the installation, removal and/or modification of hardware, software or network equipment.



- c. Users will refrain from activity that wastes or overloads computing resources such as streaming audio and video, unless prior approval has been obtained from the IT Director.
- d. Users will not initiate, propagate or perpetuate electronic chain letters.
- e. Users will not knowingly or carelessly perform an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- f. Users shall not use City computers or network facilities to gain unauthorized access to any computer systems.
- g. Users shall not make unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- h. Users will not violate terms of applicable software licensing agreements or copyright laws.
- i. Users will not use City resources for commercial activity, personal gain, religious or political causes or any other prohibited activity.
- j. Users will not use electronic communications or any other technology resource to harass, threaten or intimidate others or to send materials that might be deemed inappropriate, derogatory, prejudicial, or offensive. This includes sending repeated, unwanted or unsolicited electronic communications to another user.
- k. Users will not transmit or reproduce materials that are slanderous or defamatory in nature, or that otherwise violate existing laws, regulations, policies or which are considered to generally be inappropriate in a work place.
- l. Users will not intentionally display images or text that could be considered obscene, lewd, sexually explicit or harassing. Exceptions would include any images or text involved in a law enforcement investigation.
- m. Users will not create, send, store, or forward any messages or information that may reasonably be deemed to be intimidating, hostile or offensive in nature, and/or which are discriminatory on the basis of race, color, religion, age, sex, national origin, sexual orientation, disability, or any other protected class under Wisconsin or federal law; see Equal Employment Opportunity policy on **page 8 of the handbook.**
- n. Users will not forge the identity of a user or machine in an electronic communication or in any other manner.
- o. Users will not use someone else's identity and password for access to information technology resources without approval of the IT Director or Department Head.
- p. No email or other electronic communication may be sent which hides the identity of the sender or represents the sender as someone else. All messages communicated on City email and other electronic communications systems must contain the sending User's name.
- q. Users will not allow unauthorized individuals to access or use information technology resources.
- r. Users will not attempt to monitor or tamper with another user's electronic communications, or read, copy, change, or delete another user's files or software without written permission of the IT Director or City Administrator.
- s. Some of the messages or information sent, received or stored in the City's Information Technology Resources may be privileged communications between the City and its attorneys, or other entities. Upon receipt of any such message, do not forward or share it or its contents with any other person in the City without the authorization of the sender and the City Administrator. Never forward such messages or information to anyone outside of the City.

**6. Intellectual Property and Licensing.**

- a. The ease of copying through various electronic communications systems poses a serious risk of intellectual property infringement. Users will not violate copyright laws and their fair

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provisions through inappropriate reproduction and/or distribution of audio, video, still images or copyrighted text or software. Software that may be marked as "free," "public domain," and "public use" may be free for personal use, but not City use. Always obtain approval from the IT Director before using any publicly available software package.

- b. Do not copy software licensed to the City of Pewaukee unless you are authorized under the City of Pewaukee's license to do so. **Only software purchased by or licensed to the City may be installed on City computers.** The use of this software must be compliant with the manufacturer's license agreement and cannot be copied to multiple computers unless permitted by the license agreement. Shareware, freeware or User-owned software can only be installed on City computers with prior authorization of the IT Director and where not in conflict with copyright laws.
7. **Disposal of Obsolete Hardware and Software.** The IT Director is solely responsible for the proper disposal of all City-owned software and hardware.
8. **Reporting Misuse.** Any employee or User who becomes aware of misuse of any of the City of Pewaukee's Information Technology Resources must report it to the IT Director or City Administrator immediately.

#### **DD.EE. TELEPHONE USE**

Personal calls, whether using City telephones or your own cell phone, must be kept to a minimum. Every attempt should be made to make and receive personal calls during lunch or breaks. In the event a long distance call is made at work from a City phone, you must reimburse the City for the full cost of that phone call. You are to keep a log of any personal long distance calls made from work and submit them to the Clerk/Treasurer at the end of each month. You will be provided a bill for the amount of long distance calls.

#### **EE.FF. UNAUTHORIZED USE OR POSSESSION OF CITY PROPERTY**

Personal use of City resources, such as equipment, tools, physical spaces or buildings, and similar items for personal reasons not related to your job is prohibited. If you are contemplating the personal use of a City resource for a reason that you believe is justifiable, you must obtain the written permission of the City Administrator prior to using the City resource.

~ End of Handbook ~

**EMPLOYEE HANDBOOK RECEIPT**

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 4.**

**DATE:** December 16, 2019

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Discussion and Possible Action to Authorize Expenditures in the Amount of \$18,104.32 to Pay for Fire Equipment out of the Contingency Fund [Chief Bierce]

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

Emergency Lighting Invoice



## Emergency Lighting & Electronics

S40W24210 Rockwood Way  
Waukesha, WI 53189  
262-613-2061

GitLit.com

# Invoice

190490

Date 11/13/2019

### Bill To

Pewaukee Fire Department  
W239 N2242 Pewaukee Road  
Waukesha, WI 53188

COPY

Terms

Due Date

Net 30

12/13/2019

Description	Qty	Rate
2802 Tahoe:		
Whelen Inner XLP 10 Light Tahoe.	1	681.60
Whelen Inner Edge RST WC 8 Light Tray. With FST/RST DUO Red/Amber.	1	986.40
ION Series Super-LED Universal Light, Red. 4 Mounted in grille.	4	84.00
Whelen ION T-Series Linear Duo RW SMK	2	100.20
Surface Mount Micron Red, Black. Mounted in grille.	2	76.20
Dominator 4 TIR3 Super LED, all Red. Only 1 needed for side window, customer supplied second light.	1	215.40
Whelen Angle Bracket for two TIR3 Lights.	2	15.12
Whelen Carbide Siren with Canport and T/A.	1	1,167.00
Whelen WC External Amplifier. Creates dual siren.	1	179.40
Whelen Control WC Expansion Module. Needed for additional outputs.	1	139.20
Whelen M4 Combination Driving/Warning Light, Red, Clear Lens.	2	140.40

Subtotal

Sales Tax (0.0%)

Total

Phone #

2626132061 x103



## Emergency Lighting & Electronics

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262-613-2061

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W239 N2242 Pewaukee Road  
Waukesha, WI 53188

### Terms

Net 30

### Due Date

12/13/2019

Description	Qty	Rate
Whelen M4 Fog Light Mount 2015 Tahoe, Black.	1	51.62
Whelen Surface Mount LINZ-V, Red with Smoked Lens. Mirror lights.	2	153.00
Whelen Mirror Mount LINV2 Tahoe, Kit.	1	18.14
Antenna Cable 17', NMO Mount, Pre-Loomed, No Conn.	8	27.61
806-866mhz 3DB Black Phantom Elite	4	91.20
152-162 MHZ 1/4 Wave, Black Antenna	1	11.02
150-155MHZ Black Phantom Elite Antenna.	1	92.02
450-470MHZ, 3DB, Black Phantom Elite Antenna.	1	39.84
Custom Command Console. HT Charger in console.	1	975.00
Hint Tablet/Modular Mount for Display/Monitor including Single G.R.I.P. Tilt/Swivel and Telescopic Post with Side Mounting Plate.	1	239.20
Whelen 123dB Speaker, Nylon Composite.	2	196.80
Solid State Brake Light Flasher.	1	61.80

Subtotal

Sales Tax (0.0%)

Total

Phone #

2626132061 x103



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Net 30

12/13/2019

Description	Qty	Rate
Whelen 100% Solid-State, Headlight/Grille Light Flasher, 2 Outlet, 160 Watts Per Outlet, 7 Flash Patterns.	1	48.00
Whelen ION T-Series Linear Light, Red/Smoke. Mounted under hatch for rear warning.	2	87.00
Pro-gard SafeStop Sil/Sub/Tah/Van.	1	174.53
Whelen 3" Round Super-LED Lightheads, Dome Light, Combination Red/White, with Independent Control of Red and White Light.	4	49.20
Super Auto Eject 120V, AC 20AMPS	1	329.22
Pro Dynamics Battery Charger.	1	185.29
Charge Wizard for Chargers.	1	95.00
120VAC outlets for shoreline access.	1	150.00
Power Timer, Encapsulated.	1	94.50
Mobex Enclosure for rear command box.	1	175.00
Rear command box. Approx cost.	1	1,900.00
Whelen Striplite+ DUO Flasher, Red/White.	6	95.00

Subtotal

Sales Tax (0.0%)

Total

Phone #

2626132061 x103





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Terms

Due Date

Net 30

12/13/2019

Description	Qty	Rate
10-8 Video Quad HD and WiFi Capable DVR, 1 Front HD Camera, and Mirror Monitor.	1	1,618.75
In-Car Microphone with 10' Cord.	1	29.94
35 Volt 15 Amp Noise Suppressor.	1	35.95
2 Cell/LTE, 2 WiFi, GPS, Permanent Adhesive, Black Antenna.	1	294.59
Cradle Point IBR-900.	1	839.99
Misc equipment needed for installation of equipment above.	1	550.00
Installation of equipment listed above, including customer supplied radios, know, HT charger and camera system.	1	3,500.00

PAST DUE INVOICES: In order to keep up with demand, priority will be given to customers that make payment within the due date of their invoice(s). Any customers with a past due invoice(s) will be put on "credit hold". No further work, service(s) or part(s) will be completed, scheduled, or ordered until the past due invoice(s) are paid in full.

CREDIT CARD PAYMENTS: Since we only process a very small number of credit cards for payment, and in order to keep our pricing low, those who choose to use a Credit Card for payment will incur the cost of the Credit Card processing fee. This cost will be added to the total amount of the original invoice. Swiped entries are 2.5% + \$0.35 per each transaction. Manually entered cards are 3.5% + \$0.35 per each transaction.

Phone #

2626132061 x103 We appreciate your understanding of these matters.

Subtotal

\$18,104.32

Sales Tax (0.0%)

\$0.00

Total

\$18,104.32

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 5.**

**DATE:** December 16, 2019

**DEPARTMENT:** Fire Department

**PROVIDED BY:**

***SUBJECT:***

Discussion and Possible Action to Request Assistance for Firefighter Grant [Chief Bierce]

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***



**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 6.**

**DATE:** December 16, 2019

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Discussion and Possible Action Regarding the Police Services Contract with the Waukesha County Sheriff's Department for the Years of 2020 - 2024 [Klein]

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

Sheriff Contract

Contract for Police Patrol Services  
Between Waukesha County and City of Pewaukee

This contract is hereby entered into between WAUKESHA COUNTY, a municipal corporation, hereinafter referred to as "COUNTY" and the CITY OF PEWAUKEE, a municipal corporation, hereinafter referred to as "MUNICIPALITY" as follows:

1. The COUNTY shall furnish to the MUNICIPALITY police patrol services to be rendered by deputies with all necessary equipment for the following periods:
  - Three (3) deputies from 7:00 am to 3:00 pm seven (7) days a week.
  - Three (3) deputies from 3:00 pm to 11:00 pm seven (7) days a week.
  - Two (2) deputies from 11:00 pm to 7:00 am seven (7) days a week.
  - One (1) deputy for one 5 days on, 2 days off, 4 days on, 2 days off rotating shift from 3:00 pm to 11:00 pm
  - One (1) lieutenant Monday-Friday from 7:00 am to 3:00 pm. The lieutenant position will not be backfilled when he/she is at training benefiting the municipality or utilizing benefit time.
  - One (1) lieutenant for one 4 days on, 2 days off rotating shift from 2:24 pm to 11:00 pm. The lieutenant position will not be backfilled when he/she is at training benefiting the municipality or utilizing benefit time.
  - One (1) detective Monday-Friday, from 7:00 am to 3:00 pm. The detective position will not be backfilled when he/she is at training or utilizing benefit time.
  - One (1) deputy Monday-Friday assigned to the Metro Drug Enforcement Unit on second shift. The deputy will not be backfilled when he/she is at training or utilizing benefit time.

The MUNICIPALITY shall have the right to change this schedule of days per week, hours or supervision upon thirty (30) days written notice to the Sheriff of Waukesha County provided that the hours within a shift always remain consecutive and that the changes are acceptable to the Sheriff.

2. The Sheriff shall have supervisory control over the personnel providing these services. The Sheriff shall retain the final authority to make decisions as to the manner in which services shall be rendered.
3. The Sheriff will provide patrol functions as follows:
  - (a) During patrol hours, the patrol unit will provide continual patrol in the MUNICIPALITY. The unit will be first responder to all dispatched events in the MUNICIPALITY. The unit will begin and end its patrol tour from a location mutually agreed upon by the MUNICIPALITY and the COUNTY. It may leave the boundaries of the MUNICIPALITY in those situations that would require mutual aid assistance by the COUNTY or neighboring municipality.
  - (b) Every effort will be made to respond to MUNICIPALITY needs and desires. The

MUNICIPALITY will designate a liaison person(s) to provide the Sheriff with any information as to concentration of patrol efforts, special assignments, etc. the MUNICIPALITY desires.

- (c) To ensure continuity, the Sheriff will assign officers to the MUNICIPALITY patrol on an annual basis whenever possible. The Sheriff will consider requests by the MUNICIPALITY for changes in assignment, but retains final authority in those assignments.
- (d) The MUNICIPALITY will be provided with:
  - Two vehicles with a two year use life
  - One vehicle with a three year use life
  - Four vehicles with a five year use life

Each year, the MUNICIPALITY will be responsible for paying one- half of the cost of each of the two vehicles with a two year use life, one-third the cost of the vehicle with a three year use life and one-fifth of the cost of the four vehicles with a five year use life. Equipment installed in the vehicle will be assessed to the MUNICIPALITY through a yearly charge based on the average use life of the equipment and the acquisition cost of the equipment. All patrol vehicles furnished by the COUNTY under this contract shall carry the identifying marks of the Sheriff's Department and will also bear the name of the MUNICIPALITY. However, the Waukesha County Sheriff reserves the right under this contract to use any vehicle or equipment as he deems necessary under the circumstances. All vehicles shall remain the property of the COUNTY.

- (e) The MUNICIPALITY will be assessed a yearly charge for equipment (other than the equipment installed in the vehicle and referred to in the section above) used by the COUNTY to perform the duties outlined in the contract. The equipment shall remain the property of the COUNTY.

4. Payment terms are:

- (a) The MUNICIPALITY shall pay the COUNTY a sum of \$217,220.25 per month for 12 months. The COUNTY will issue the bills in the following manner: two monthly bills will be issued in January and one bill will be issued February-November so the MUNICIPALITY will pay for the services prior to it being delivered. Payment will be made monthly, no later than thirty days after the bill is issued. In addition to this monthly charge, the MUNICIPALITY shall reimburse the COUNTY on a quarterly basis for overtime expenditures as calculated by the COUNTY thereunder for overtime hours arising from MUNICIPALITY patrol functions, including overtime spent in court in connection with the prosecution of MUNICIPAL ordinances.



- (b) Costs for this contract are based on Attachment One (1) which is incorporated herein by reference. These costs will be recalculated annually and provided to the MUNICIPALITY and considered an attachment to this contract when provided. Costs in Tables 1-7 are based on the budgeted costs for the contract year pending collective bargaining contract negotiations; costs in Table 8, Facility Usage Charges are based on COUNTY indirect cost studies for the most recently available year, adjusted for inflation to reflect current year estimated costs. Costs in Table 9, County-wide Indirect Costs will be calculated as a percentage of the total contract costs for tables 1-8. The County-wide Indirect Costs will be 3.5% of the cost of the contract.
    - i. Full costs per shift from Tables 1-7 and Table 9 of Attachment one (1) are charged in each contract year.
    - ii. Costs for Table 8, Facilities Usage Charge, are only charged once per year regardless of number of shifts contracted.
- 5. The MUNICIPALITY shall continue to provide a workspace location with security in compliance with Criminal Justice Security Information (CJIS) requirements and a parking location for the vehicles.
- 6. Any records generated as a result of the service provided under this contract are considered the records of the COUNTY and will be managed in accordance with COUNTY records retention schedules.
- 7. The deputies will enforce all local ordinances. The MUNICIPAL ATTORNEY will handle the prosecution of those matters in any proceedings. It is further agreed that the fines or forfeitures for State charges shall be turned over to the COUNTY and the fines and forfeitures for those offenses that are violations of MUNICIPALITY ordinances will be turned over to the MUNICIPALITY.
- 8. Any violation by the MUNICIPALITY of any portion of this contract shall constitute a breach of this Contract by the MUNICIPALITY. In the event of such breach, the MUNICIPALITY shall be given notice of the breach and shall have forty-five days from the date of notice to remedy the breach in a manner that is acceptable to the COUNTY. If the breach is not remedied, the COUNTY shall have the option of declaring this Contract immediately terminated by giving written notice of the termination. If this Contract is declared terminated by the COUNTY, the MUNICIPALITY shall pay the COUNTY for such police service rendered through the date of termination, prorated on the basis of the monthly charge set forth above.

9. Any violation by the COUNTY of any portion of this contract shall constitute a breach of this Contract by the COUNTY. In the event of such breach, the COUNTY shall be given notice of the breach and shall have forty-five days to remedy the breach in a manner that is acceptable to the MUNICIPALITY. If the breach is not remedied, the MUNICIPALITY shall have the option of declaring this Contract immediately terminated by giving written notice of the termination. If this Contract is declared terminated by the MUNICIPALITY pursuant to this paragraph, the MUNICIPALITY is not liable for any charges for police services rendered after receipt of written notice of termination by the COUNTY, with payment for services rendered prior to receipt of that notice to be prorated on the basis of the monthly charge set forth above.
10. It is the intent of the parties that the relationship of COUNTY and MUNICIPALITY is that of an independent contractor. The COUNTY is not the employee or agent of the MUNICIPALITY and the MUNICIPALITY is not the employee or agent of the COUNTY. Each party will therefore be responsible for its own acts or omissions and neither party will be obligated to defend or indemnify the other for any claim, loss or liability that results from the other's acts or omissions. Nothing in this paragraph is intended to preclude or foreclose the right of either party to bring a cross claim or third party claim against the other for contribution as a joint tortfeasor.

Nothing in this agreement or the acts of Waukesha County shall in any way constitute a waiver by Waukesha County, its agents, officers and employees of any immunity, liability limitation, limitation on the amount recoverable, or other protections available to Waukesha County under Chapter 893, Wisconsin Statutes, any other applicable statute or law.

11. Additional Terms:
  - (a) The term of this Contract shall be from January 1, 2020, through December 31, 2024, regardless of the dates of the signatures set forth below.
  - (b) The MUNICIPALITY shall provide written notice to the COUNTY no later than April 1<sup>st</sup> of the fifth year of the contract to notify COUNTY that it will renew the contract for an additional five year period or it will not renew the contract at the end of the fifth year. The MUNICIPALITY may request to negotiate a contract amendment by notifying the COUNTY in writing of the desired amendment by June 1<sup>st</sup> of the year preceding the amendment.



- (c) Should the MUNICIPALITY terminate the contract, the COUNTY shall make every effort to reassign personnel within law enforcement functions. In the event the COUNTY is unable to reassign personnel and is required to lay off COUNTY law enforcement personnel, the MUNICIPALITY shall pay the COUNTY the costs of unemployment for the COUNTY personnel until such time that the personnel are rehired or no longer receiving unemployment compensation. The costs associated with the personnel laid off are the responsibility of the MUNICIPALITY, even if the laid off personnel is not necessarily the specific contracted personnel. Such costs will be billed the MUNICIPALITY on a monthly basis on 30 days net terms.
12. This Contract constitutes and contains the entire agreement of the parties, and supersedes any and all other contracts, agreements or understandings between the parties, whether oral or written. Any amendments shall be by mutual agreement of the parties and must be in writing signed by both parties.
13. Approval of the Contract: This Contract is subject to the approval of the Waukesha County Board of Supervisors prior to the execution by the Sheriff.
14. Renewal: The COUNTY, through the Waukesha County Board of Supervisors, authorizes the Waukesha County Sheriff to renew this contract with the MUNICIPALITY after the first five (5) year term for one additional five (5) year term with the payment terms and costs recalculated annually in the manner set forth in Paragraph 4, above.
15. Notice required under this contract shall be sent to:
- MUNICIPALITY:  
City of Pewaukee  
Attn. Scott Klein, City Administrator  
W240 N3065 Pewaukee Road  
Pewaukee, WI 53072  
Fax: 262-691-1798
- COUNTY:  
Waukesha County Sheriff's Department,  
Attn: Josh Joost, Business Manager  
515 W. Moreland Blvd.  
Waukesha, WI 53188  
Phone: 262-548-7164  
E-Mail: [jjoost@waukeshacounty.gov](mailto:jjoost@waukeshacounty.gov)

Attachments: Attachment One

Police Services Contract – Waukesha Sheriff and City of Pewaukee  
2020-2024

Page 6 of 6

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WAUKESHA COUNTY

CITY OF PEWAUKEE

\_\_\_\_\_  
Eric Severson  
Sheriff

\_\_\_\_\_  
Date

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

Table 1 - Deputy Direct Salary Costs

	2020 Budget
Salary	\$8,441,976
Education Incentive	\$69,342
Retirement	\$983,505
Health Insurance	\$1,425,292
Dental Insurance	\$94,567
Life Insurance	\$32,827
Vision Insurance	\$9,172
Uniform Allowance	\$82,500
Post Employment Health Insurance	\$48,800
Workers Compensation	\$253,243
Total Cost for Deputy Sheriffs	\$12,087,026
Number of Deputy Sheriff Positions	122
Acting Detective Pay	312
Average Cost Per Deputy	\$99,074
Average Hourly Charge (1,744 hours)	\$57
Cost for 5 day a week coverage	\$118,162
Cost for 7 day a week coverage	\$165,881

Municipality	# Shifts	Coverage	Cost
City of Pewaukee (7 day/week coverage)	8	1.67	\$1,327,046
City of Pewaukee (5 day/week coverage)	1	1.19	\$118,162
City of Pewaukee Metro Position	1	1.00	\$99,386
Deputy Back Fill for Lieutenants		0.00	\$0
Deputy Sheriff Cost			\$1,544,594



Table 2 - Direct Supervision  
Lieutenant Allocation

	6	\$128,126	\$768,756	80%	\$615,005	26.5%	\$162,738		
Lieutenant									
Sussex Captain	2	\$134,615	\$269,229	100%	\$269,229				
Deputy	0	\$0	\$0	0%	\$0				
City of Pewaukee	2	\$128,126	\$256,252	100%	\$256,252				

Lieutenant Allocation									
	Sft 1	Sft 2	Sft 3	Total	Adj Alloc	% of Contracts	Lieut Allocation	Cont. Lieut/ 0.19 Deputy	Total Lieutenant
Village of Sussex	1.71	1.35	3.35	6.40	7.2%	27%	\$44,307	\$243,986	\$288,293
Town of Delafield	0.00	0.40	0.00	0.40	0.5%	2%	\$2,768	\$0	\$2,768
Village of Merton	0.00	1.15	0.00	1.15	1.3%	5%	\$7,958	\$8,414	\$16,373
Town of Merton	0.00	1.19	0.00	1.19	1.3%	5%	8252.014352	\$0	\$8,252
Town of Lisbon	1.56	1.67	1.67	4.90	5.5%	21%	\$33,928	\$16,829	\$50,757
Town of Waukesha	0.00	1.19	0.00	1.19	1.3%	5%	8252.014352	\$0	\$8,252
City of Pewaukee	2.43	2.50	3.35	8.28	9.3%	35%	\$57,272	\$256,252	\$313,525
				23.52	26.5%	100%	\$162,738	\$525,481	\$688,219

Adj Contract Deputies	5.69	9.46	8.37	23.52	26.5%				
Non Contract Dep	23.95	22.78	18.63	65.37	73.5%				

\* The V. of Sussex, V. of Merton and C. of Pewaukee deputy counts are adjusted downward to account for supervision that the municipality is purchasing.

Captain Allocation							
Deputies	% Alloc	Lieutenants	% Alloc	Total	% Alloc	\$ Alloc	
Village of Sussex	10.05	1.43	16%	11.48	11%	\$47,548	
Town of Delafield	0.40	0.03	0%	0.43	0%	\$1,769	
Village of Merton	1.19	1.2%	1%	1.27	1%	\$5,262	
Town of Merton	1.19	0.08	1%	1.27	1%	\$5,274	
Town of Lisbon	5.02	0.33	4%	5.35	5%	\$22,179	
Town of Waukesha	1.19	1.2%	1%	1.27	1%	\$5,274	
City of Pewaukee	15.59	2.56	28%	18.15	17%	\$75,169	
Non-Contract	65.37	4.41	49%	69.78	64%	\$289,056	
	100	9	0%	109.00	0%	\$451,530	

Deputies/P. Detective	100						
Lieutenants	9						
Captains	5						

	Cost/Capt.	Total Capt.
Patrol Captains	4	\$141,103
		\$564,413
		80%
		\$451,530

Metro Allocation					
Deputies/ Detectives/ Officers	Lieutenant & Captain Total	% Alloc	Total	Supervision Cost per FTE	
13.80	\$ 216,358.30	\$	0.80	\$ 173,086.64	\$ 12,542.51
Metro Drug Unit					

Deputies/Detectives/ Officers	13.80
Lieutenants	\$ 126,811.17
Captains	\$ 136,447.41
Byrne Reimbursement	\$ 52,871.00

Total Supervision Costs \$401,236

Table 3 - Department Level Supervision/Administration

Position	2020 Bud. Amt	% Alloc to patrol	\$ Alloc. to patrol	\$ Alloc. per position	% Alloc to Contract	\$ Per 1.67 Cont. Pos	\$ Per 1.19 Cont. Pos	\$ Per 1.00 Cont. Pos
Inspector	\$181,610	33%	\$59,931	\$605	30%	\$304	\$216	\$181
Deputy Inspector	\$159,466	70%	\$111,626	\$1,126	30%	\$566	\$403	\$338
Business Manager	\$129,645	50%	\$64,822	\$654	100%	\$1,095	\$780	\$654
Administrative Captain	\$123,606	100%	\$123,606	\$1,247	35%	\$731	\$520	\$436
Office Service Coordinator	\$72,063	50%	\$36,031	\$363	25%	\$152	\$108	\$91
Fiscal Specialist (Payroll)	\$76,399	50%	\$38,199	\$385	50%	\$323	\$230	\$193
Fiscal Specialist (AP)	\$55,497	35%	\$19,424	\$196	100%	\$328	\$234	\$196
Programs and Projects	\$92,150	100%	\$92,150	\$929	35%	\$545	\$388	\$325
Financial Analyst	\$80,831	50%	\$40,415	\$408	100%	\$683	\$486	\$408
Total	\$1,023,108	0%	\$612,127	\$6,174	0%	\$4,943	\$3,521	\$2,953

	# Shifts	Coverage	Cost
City of Pewaukee (7 day/week) Deputies	8	1.67	\$39,547
City of Pewaukee (5 day/week) Deputies	1	1.19	\$3,521
City of Pewaukee (5 day/week) Lieutenant	2	1	\$5,905
City of Pewaukee (5 day/week) Detective	1	1	\$2,953
Metro Position	1	1	\$2,953
<b>Pewaukee Department Level Supervision</b>			<b>\$54,879</b>

Table - Operational Costs

	2020 Bud Amt	# Pers	\$ per 1.00 Pos.	\$ per 1.67 Pos.	\$ per 1.19 Pos.
Annunition	\$86,718	113.14	\$766	\$1,283	\$914
Medical Supplies	\$7,678	113.14	\$68	\$114	\$81
Smart Tools/Equip	\$43,872	113.14	\$388	\$649	\$462
Misc Training	\$5,027	113.14	\$44	\$74	\$53
Spill in Maintenance	\$66,723	113.14	\$590	\$987	\$703
TV/Video System Access	\$13,800	113.14	\$122	\$204	\$145
Phone Costs	\$39,173	113.14	\$346	\$580	\$413
Radio Charges	\$210,832	113.14	\$1,863	\$3,120	\$2,222
Operational Comp Costs	\$364,658	113.14	\$3,223	\$5,396	\$3,844
Annual Training	\$80,756	113.14	\$714	\$1,195	\$851
<b>Total Operational Costs</b>			<b>\$8,125</b>	<b>\$13,603</b>	<b>\$9,690</b>

	# Shifts	Coverage	Cost
City of Pewaukee (7 day/week) Deputies	8	1.67	\$108,827.21
City of Pewaukee (5 day/week) Deputies	1	1.19	\$9,690.09
City of Pewaukee (5 day/week) Lieutenant	2	1	\$16,249.54
City of Pewaukee (5 day/week) Detective	1	1	\$8,125
Metro Position	1	1	\$13,359
<b>Pewaukee Operating Costs</b>			<b>\$156,251</b>

Table 5 - Initial Equipment Purchases - Annual Cost

	2020 Bud Amt	Assumed Life	Annual Chrg	Charge for 1.67 FTE	Charge for 1.19 FTE
Weapon (Hand Gun)	\$ 450	8 \$	56 \$	94 \$	67
Badges	\$ 210	10 \$	21 \$	35 \$	25
Body Armor	\$ 500	5 \$	100 \$	167 \$	119
Pre-employment psych eval	\$ 300	20 \$	15 \$	25 \$	18
Collapsible Baton w/ holder	\$ 115	8 \$	14 \$	24 \$	17
Taser	\$ 1,500	7 \$	214 \$	358 \$	255
Hand Cuffs	\$ 50	8 \$	6 \$	10 \$	7
<b>Total Equipment Purchases</b>			<b>\$427</b>	<b>\$713</b>	<b>\$508</b>

	# Shifts	Coverage	Cost
City of Pewaukee (7 day/week) Deputies	8	1.67	\$5,707
City of Pewaukee (5 day/week) Deputies	1	1.19	\$508
City of Pewaukee (5 day/week) Lieutenant	2	1.00	\$854
City of Pewaukee (5 day/week) Detective	1	1	\$427
Metro Position	1	1	\$427
<b>Pewaukee Equipment Purchases</b>			<b>\$7,924</b>

Table 6 - Risk Management Costs

Property Insurance Per FTE	1.00 FTE	235
General Liability Per FTE	\$	570
Auto Liability per FTE	\$	287
Auto Liability per Vehicle	\$	912
Sequestered Collision Per Vehicle	\$	513
<b>Pewaukee Risk Management</b>		<b>\$30,273</b>

Table 7 - Vehicle Costs

Vehicle Fixed Costs	5-Yr Useful Life		3-Yr Useful Life		2-Year Useful Life	
	2020 Budget	Assumed Useful Life Annual Cost	Assumed Useful Life Annual Cost	Assumed Useful Life Annual Cost	Assumed Useful Life Annual Cost	Assumed Useful Life Annual Cost
Vehicle Purchase*	\$35,600	5 \$7,120	3 \$11,867	2 \$17,800		
Residual Value	-\$3,000	5 -\$600	3 -\$1,000	2 -\$1,500		
Sirens/Lights/etc.	\$3,884	5 \$777	5 \$777	5 \$777		
Install Lights/Siren	\$525	5 \$105	3 \$175	2 \$263		
Poly Seat	\$720	10 \$72	10 \$72	10 \$72		
Push Bumper	\$215	10 \$22	10 \$22	10 \$22		
MDC Repl Charge**	\$4,900	5 \$980	5 \$980	5 \$980		
AED Replacemnt	\$1,500	8 \$188	8 \$188	8 \$188		
Trunk Kit	\$819	5 \$164	5 \$164	5 \$164		
Radar	\$1,800	8 \$225	8 \$225	8 \$225		
Rifle	\$900	25 \$36	25 \$36	25 \$36		
Benelli Shotgun	\$683	10 \$68	10 \$68	10 \$68		
Total		\$9,156	\$13,573	\$19,093		

5-Yr Useful Life	
2020 Budget	Assumed Useful Life Annual Cost
Detective Vehicle	
Vehicle Purchase*	\$25,100
Residual Value	5 \$5,020
Sirens/Lights/etc.	5 -\$500
Install Lights/Siren	5 \$340
Rifle	5 \$360
Benelli Shotgun	25 \$36
Total	10 \$68
	\$5,324

Pewaukee Fixed Costs	
Useful Life	Fixed Costs
Pewaukee Contract Car 1	2 \$19,093
Pewaukee Contract Car 2	2 \$19,093
Pewaukee Contract Car 3	3 \$13,573
Pewaukee Contract Car 4	5 \$9,156
Pewaukee Contract Car 5	5 \$9,156
Pewaukee Contract Car 6 - Detective Car	5 \$5,324
Pewaukee Contract Car 7 - Metro Car	5 \$5,324
Total Fixed Car Costs	\$80,720

Vehicle Variable Costs	
1.67 Shift	1.19 Shift
Repair cost/mile	Repair cost/mile
Miles Per Day:	Miles Per Day:
27,375	75
Price/Gallon	Price/Gallon
\$2.87	\$2.87
MPG	MPG
12.6	12.6
Gasoline	Gasoline
\$6,235	\$0
Repair/Maintenance	Repair/Maintenance
\$6,252	\$0

Pewaukee Variable Costs	
# Shifts	Coverage
8	1.67
1	1.19
2	1.00
1	1.00
1	1.00
Total Variable Car Costs	\$63,436
Total Pewaukee Vehicle Costs	\$207,419

Table 8 - Department Level Facilities Charges

	Space Alloc	% of Adm Building	\$ Alloc to Pos/Pur	% Effort for Patrol	# of Pos	\$ Alloc for Patrol	\$ per Deputy	Per 1.67	Per 1.19
Sheriff	250	1.22%	\$2,499	40%	1	\$1,000	\$10	\$17	\$12
Inspector	160	0.78%	\$1,600	25%	1	\$400	\$4	\$7	\$5
Deputy Inspector	150	0.73%	\$1,500	60%	1	\$900	\$9	\$15	\$11
Captain	150	0.73%	\$1,500	90%	4	\$5,399	\$54	\$91	\$65
Lieutenant	145	0.71%	\$1,450	90%	9	\$11,742	\$118	\$198	\$141
Business Manager	150	0.73%	\$1,500	50%	1	\$750	\$8	\$13	\$9
Financial Analyst	150	0.73%	\$1,500	50%	1	\$750	\$8	\$13	\$9
Deputy II (Training Officer)	130	0.64%	\$1,300	50%	1	\$650	\$7	\$11	\$8
Office Service Coordinator	130	0.64%	\$1,300	35%	1	\$455	\$5	\$8	\$5
Account Clerk II	100	0.49%	\$1,000	35%	1	\$350	\$4	\$6	\$4
Account Clerk I	100	0.49%	\$1,000	35%	1	\$350	\$4	\$6	\$4
Programs and Projects	100	0.49%	\$1,000	50%	1	\$500	\$5	\$8	\$6
Property Storage Room	2,272	11.12%	\$22,714	60%	2	\$27,257	\$275	\$460	\$328
Square feet of sheriff admin	20,436	100.00%	\$39,859	0%	0	\$50,501	\$509	\$853	\$608
Pewaukee Facility Charge	\$853								

Table 9 - County Wide Indirect Costs

Total Indirect Costs for City of Pewaukee

3.5% of total Contract

\$88,147

Table 11 - Summary

City of Pewaukee	
Contract Summary	Total
Table 1: Deputy Salary and Benefit Cost:	\$1,544,594
Table 2: Direct Supervision Costs:	\$401,236
Table 3: Departmental Administrative Costs	\$54,879
Table 4: Operational Costs:	\$156,251
Table 5: One time Equip-Annual Costs	\$7,924
Table 6: Risk Management Costs	\$30,273
Table 7: Vehicle Costs:	\$207,419
Table 8: Facilities usage charge:	\$853
Table 9: County-wide Indirect Costs:	\$88,147
Detective Costs	\$115,068
<b>Total 2020 Contract Amount</b>	<b>\$2,606,643</b>
2020 Monthly Charge	\$217,220.25

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 7.**

**DATE:** December 16, 2019

**DEPARTMENT:** Administration

**PROVIDED BY:** Nick Fuchs

***SUBJECT:***

Discussion and Possible Action Regarding the 2020 Agreement for Building Inspection Services with the Village of Pewaukee [Fuchs]

***BACKGROUND:***

We have an annual agreement with the Village of Pewaukee to provide building inspection services on their behalf. The attached proposed agreement is the same as 2019.

***FINANCIAL IMPACT:***

Revenue generated: \$1,000 per month plus 60% of the Village's permit fees, which are invoiced monthly. Property maintenance inspections will continue to be billed at \$55 per hour.

***RECOMMENDED MOTION:***

Recommendation to approve the 2020 Agreement for Building Inspection Services with the Village of Pewaukee.

**ATTACHMENTS:**

Description

Building Inspection Services Agreement\_Village of Pewaukee

## **AGREEMENT FOR BUILDING INSPECTION SERVICES**

Between the Village and City of Pewaukee

This agreement is made by and between the Village and City of Pewaukee, both municipal corporations located in the County of Waukesha. The purpose of this agreement is for the Village to contract with the City for the provision of building inspection services on an as needed basis within the Village to ensure the Village's compliance with applicable Village and State building codes and ordinances.

**WHEREAS**, the Village is in need of building inspection services to inspect buildings for building code compliance; and

**WHEREAS**, the City employs State certified inspectors for general construction, electrical, plumbing, HVAC, and commercial inspections; and

**WHEREAS**, the Village and City pursuant to Wisconsin State Statute 66.0301 (2) have the authority to enter into cooperative intergovernmental agreements; and

**NOW, THEREFORE**, the Village and City, in consideration of the mutual promises hereinafter set forth, do promise and agree as follows:

### **1. Services**

The Village hereby contracts with the City for the provision of building, plumbing, electrical and HVAC inspection services on an as needed basis and to provide the following services:

- a. Review applications for building permits and building plans submitted and issue building, plumbing, electrical, and HVAC and any related permits in compliance with applicable Village Ordinances and the State of Wisconsin Uniform Dwelling Code. Provide architectural review when necessary for single-family dwellings.
- b. Perform all general inspections from footings to final occupancy as required by the Village Ordinances, State Regulations, and permit requirements. Inspections normally will be performed by the end of the day if requested by the contractor (or owner if there is no contractor) Monday through Friday, excluding holidays. Reasonable efforts will be made to complete inspections within 2 business days of a request.
- c. Issue orders to correct discrepancies in building code violations.
- d. Maintain records of building permit applications and permits issued, including such items as date applied, date issued, permit number, type, contractor, owner, property address, permit fees, and other monies collected.
- e. Provide direct advice/information to builders, owners and residents of the Village regarding the Building Codes and Ordinances either by phone or through established office hours at City Hall.



- f. Attend meetings of the Village Plan Commission and Village Board and other appropriate Board, Commissions, and Committees upon special request by the Village Administrator.
- g. Collect payments in the form of checks made payable to the Village of Pewaukee for all building, plumbing, electrical, and HVAC permit fees as established by Resolution of the Village Board. The Village shall pick up checks on a weekly basis.
- h. Provide property maintenance inspections upon request by the Village Administrator.
- i. Appear in Village Municipal Court or in Waukesha County Circuit Court as requested by the Village Administrator to provide testimony with respect to code enforcement and ordinance violations.
- j. Perform the Village's responsibilities under the State of Wisconsin Uniform Dwelling Code.
- k. All services shall be performed consistent with applicable state statutes and Village Ordinances.
- l. The parties acknowledge that this agreement represents an independent contract relationship and that in no event shall any of the persons performing services for the City under this agreement be considered employees of the Village.

## **2. Reports/Records**

During the term of this agreement, the City Building Inspection Department shall:

- a. Maintain separate files for Village applications and permits, containing the information specified in Section 1.d. above, which will be turned over to the Village once the final occupancy permit is issued.
- b. Provide the Village a report of services rendered as of the end of the month including a list of inspections made, permits issued and fees collected.
- c. Provide reports, documents, and files relating to building inspection to the Village Administrator as may be requested from time to time.

## **3. Items Provided**

The City shall, provide through its building inspection department budget the following related to the performance of this agreement:

- a. A direct phone line at City Hall for building inspection services.
- b. All necessary secretarial support for maintaining files while in the possession of the City.
- c. All code books, technical manuals and inspection equipment.
- d. All necessary professional organization dues and costs of on-going training and re-certification.

- e. A properly registered and insured vehicle for use while performing services within the Village including the costs of maintenance, fuel, etc. required.

**4. Items provided by the Village**

- a. Prior to the issuance of a building permit by the Building Inspector, the Village will fax to the City Building Inspector notification of paid water and sewer connection fees as well as zoning requirements including conditional use permit requirements for a particular building permit application as requested by the City Building inspector.
- b. Provide required application forms, State Seals, and any required special office supplies or documents needed to process and file permits.

**5. Payment to the City for Services Rendered Through this Agreement**

In consideration of the services to be performed by the City, the Village shall pay to the City for the services in the following manner:

- a. \$1,000 per month plus 60% of the permit fee revenue invoiced monthly.
- b. Property maintenance, with prior approval of the Village Administrator; and special meetings and circumstances, with prior approval from both the City & Village Administrators, will be at an hourly rate of \$55.00 per hour as needed.
- c. Municipal Court testimony shall be charged at the same hourly rate for property maintenance matters. Municipal Court appearances for services covered under Section 1 above shall not carry an additional hourly charge.
- d. The Village shall pay the City for the cost of the Village's share of programming costs for any changes to the building permitting system on an as needed basis and costs will be shared 60% city/40% village and will be presented to the Board for prior review and approval. This cost does not include any future version updates which are still to be determined. The Village shall be entitled to their own copy of the software including the source code to the software along with the Village's data files in the event this contract is terminated by either party.

**6. Term of Agreement**

The term of this agreement shall commence January 1<sup>st</sup>, 2020 and shall continue through December 31<sup>st</sup>, 2020.

**7. Termination of Agreement**

This agreement may be terminated without cause by either party upon 90 days written notice to the other party. All such notices shall be by certified mail or personally delivered as follows:

Village Clerk  
Village of Pewaukee  
235 Hickory Street  
Pewaukee, WI 53072

City Clerk  
City of Pewaukee  
W240 N3065 Pewaukee Road  
Pewaukee, WI 53072

**8. Assignment**

This agreement shall not be assigned to any other party without the written consent of the Village.

**9. Insurance**

The City shall maintain public liability insurance coverage and worker's compensation coverage with limits acceptable to the Village. The Village shall be named as an additional insured with respect to the public liability coverage.

**10. Indemnification**

The City shall indemnify and hold harmless the Village its officers, employees, insurers and assigns from and against any and all claims, actions, demands, causes of action, losses, damages and costs (including but not limited to all professional and attorney fees) arising out of or related to the City's performance of this agreement. In no event shall the City be required to indemnify the Village as against the Village's own negligence or intentional conduct.

**11. Governing Law**

This agreement and all questions arising in connection herewith shall be governed by the laws of the State of Wisconsin.

**12. Entire Agreement**

This agreement contains the entire agreement between the parties regarding this matter. This agreement may be modified only by an agreement to this agreement which is authorized by both the City Council and the Village Board.

The parties have executed this agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Village of Pewaukee  
A Municipal Corporation

City of Pewaukee  
A Municipal Corporation

BY: \_\_\_\_\_  
Village President

BY: \_\_\_\_\_  
Mayor

ATTEST:

ATTEST:

BY: \_\_\_\_\_  
Village Clerk/Treasurer

BY: \_\_\_\_\_  
City Clerk/Treasurer

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 8.**

**DATE:** December 16, 2019

**DEPARTMENT:** Administration

**PROVIDED BY:** Nick Fuchs

***SUBJECT:***

Discussion and Possible Action Regarding the Approval and Posting of the Housing Affordability Analysis and New Housing Fee Report as Required by Wisconsin State Statutes Sections 66.10013 and 66.10014 [Fuchs]

***BACKGROUND:***

Wisconsin Statute Sec. 66.10013 requires that a municipality with a population of 10,000 or more prepare a report of the municipality's implementation of the Housing Element of its Comprehensive Master Plan.

The law lists specific items that must be addressed, which are outlined in the attached report. Further, the law requires that the report be updated and distributed on an annual basis to the Common Council and placed on the City's website as a page dedicated solely to the report titled "Housing Affordability Analysis."

Wisconsin Statute Sec. 66.10014 requires a housing fee report, which also must be updated annually, distributed to the Common Council, and posted on the City's website as a page dedicated solely to the report titled "New Housing Fee Report."

The attached report satisfies both of these requirements.

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

A motion to approve the Housing Affordability Analysis and New Housing Fee Report.

**ATTACHMENTS:**

Description

Appendix A\_undeveloped parcel map

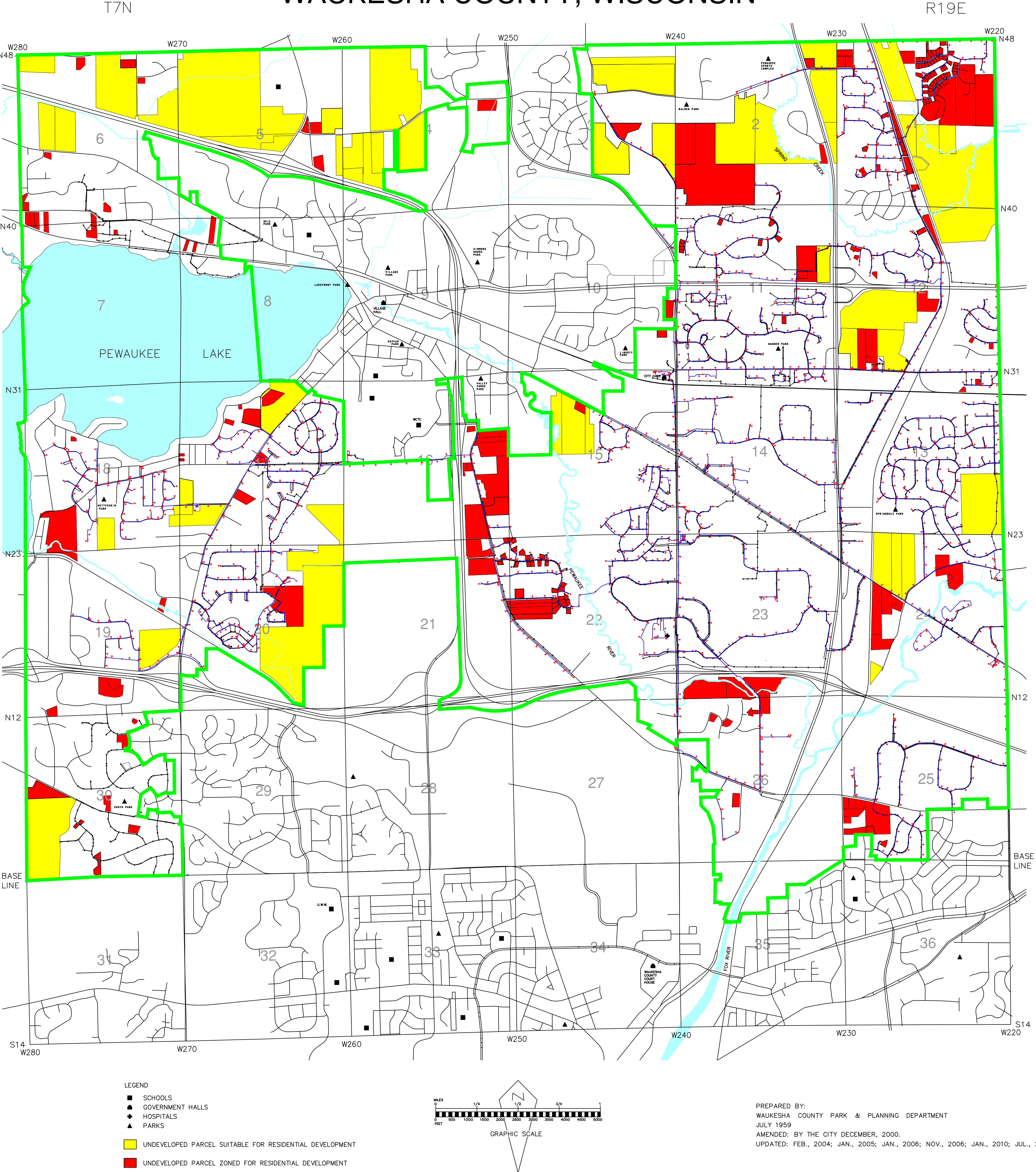
Wis Stats 66.10013 & 66.10014

Revised Housing Report



# Appendix A

## 2019 UNDEVELOPED PARCEL MAP CITY OF PEWAUKEE WAUKESHA COUNTY, WISCONSIN





**66.10013 Housing affordability report.**

- (1) In this section, “municipality” means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's implementation of the housing element of the municipality's comprehensive plan under s. 66.1001. The municipality shall update the report annually, not later than January 31. The report shall contain all of the following:
  - (a) The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year.
  - (b) The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year.
  - (c) A list and map of undeveloped parcels in the municipality that are zoned for residential development.
  - (d) A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.
  - (e) An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:
    1. Meet existing and forecasted housing demand.
    2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.
- (3) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled “Housing Affordability Analysis.”

**History:** 2017 a. 243.

**66.10014 New housing fee report.**

- (1) In this section, “municipality” means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
  - (a) Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
    1. Building permit fee.
    2. Impact fee.
    3. Park fee.
    4. Land dedication or fee in lieu of land dedication requirement.
    5. Plat approval fee.
    6. Storm water management fee.
    7. Water or sewer hook-up fee.
  - (b) The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.
- (3)
  - (a) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled “New Housing Fee Report.” If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this

paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.

- (b) A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.
- (4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.

**History:** 2017 a. 243.



# **CITY OF PEWAUKEE COMBINED HOUSING REPORTS: 2019**

## **Introduction**

The following report has been prepared in accordance with Wisconsin State Statutes §66.10013 and §66.10014. For ease and efficiency of reporting, and to provide an overall housing analysis for the City of Pewaukee, this is a combined report satisfying both the Housing Affordability Report and New Housing Fee Report.

As such, the report will be updated annually and will be posted on two separate web pages. One web page containing the report shall be titled “Housing Affordability Analysis.” A second web page containing this same report shall be titled “New Housing Fee Report.” The City’s most up-to-date fee schedule will also be available on this webpage.

The report will also be distributed to the Mayor and elected officials of the City of Pewaukee on an annual basis.

The City’s Comprehensive Master Plan and Neighborhood Plans contain a substantial amount of information related to housing. This report will summarize certain areas as required by State law; however, these plans, as well as the City’s Strategic Plan, should be reviewed and considered to obtain a complete and overall view and understanding of the City of Pewaukee’s housing, planning, and zoning efforts. These documents are available on the City’s website at [www.cityofpewaukee.us](http://www.cityofpewaukee.us).

It must be noted that “affordable housing” is not defined within Wisconsin Statute §66.10013. The U.S. Department of Housing and Urban Development, as well as the City’s own Comprehensive Master Plan, suggests that housing costs (mortgage/rent, insurance, and taxes) not exceed 30% of household income. With that said, depending on a community’s demographics, the level of “affordable” housing may range drastically from one community to another.

Considering the City of Pewaukee, the average household income is \$92,000 per year. Multiplying household income by 30% (.30) equates to a total of \$27,600, which would be the amount recommended not to exceed for housing costs. The median monthly cost of a home in Pewaukee (with a mortgage) is \$1,858 per month or \$22,296 per year, which is less than 30 percent of the median household income. It can also be noted that the median gross rent in the City of Pewaukee is \$1,267 per month or \$15,204 per year.

## **City of Pewaukee Demographics**



Below are selected demographics from US Census data to assist in understanding Pewaukee and its current housing characteristics. Again, a more detailed analysis of housing is provided within the Housing Element, Chapter 5, of the City’s Comprehensive Master Plan.

<b>Population (July 1, 2018 estimate)</b>	14,611
<b>Persons under 5 years (percent)</b>	5.6%
<b>Persons under 18 years (percent)</b>	23.3%
<b>Persons 65 years and over (percent)</b>	17.5%
<b>Owner-occupied housing unit rate (2013-2017)</b>	81.7%
<b>Median value of owner-occupied housing units (2013-2017)</b>	\$284,700
<b>Median selected monthly owner costs – with a mortgage (2013-2017)</b>	\$1,858
<b>Median selected monthly owner costs – without a mortgage (2013-2017)</b>	\$690
<b>Median gross rent (2013-2017)</b>	\$1,267
<b>Households (2013-2017)</b>	5,562
<b>Persons per household (2013-2017)</b>	2.52
<b>Median household income (in 2017 dollars) (2013-2017)</b>	\$92,000

## HOUSING AFFORDABILITY REPORT

The following includes those specific items to be addressed for the Housing Affordability Report per Section 66.10013 of Wisconsin State Statutes:

*“...a municipality shall prepare a report of the municipality's implementation of the housing element of the municipality's comprehensive plan under s. 66.1001.”*

The City’s Housing Element of its Comprehensive Master Plan contains several policies, goals, and recommendations related to housing in addition to assessing the age, structural condition, value, and occupancy characteristics of existing housing stock. The Housing Element identifies the following specific policies and programs in accordance with State law:

- Promote the development of housing for residents of the County and participating local governments and provide a range of housing choices that meet the needs of persons of all income levels and age groups and persons with special needs.
- Promote the availability of land for the development or redevelopment of affordable housing.
- Maintain or rehabilitate existing housing stock.

Further, the following comprehensive planning goals related to the housing element are set forth in Section 16.965 of Wisconsin Statutes:

- Promotion of the redevelopment of lands with existing infrastructure and public services and the maintenance and rehabilitation of existing residential, commercial, and industrial structures.
- Encouragement of land uses, densities and regulations that promote efficient development patterns and relatively low municipal, state government, and utility costs.
- Provide an adequate supply of affordable housing for individuals of all income levels throughout each community.

- Provide adequate infrastructure and public services and an adequate supply of developable land to meet existing and future market demand for residential, commercial, and industrial uses.

Related to these recommendations, the Housing Element first identifies a general housing issue, which is the need for a variety of housing choices for residents and people who work in the County but cannot afford to live in the County. Specific housing recommendations are below. *Italicized is how the City is currently or in the process of addressing these recommendations and thus implementing its Housing Element.* In developing the Comprehensive Master Plan, it is not the intent that the City would immediately address all recommendations within the plan as that is not feasible. The plan is a guide to assist the City in making decisions related to financing, development, zoning, recreation, quality of life, etc.

### **Housing Supply**

1. Each community within the County should identify a projected number of additional housing units to meet housing demand through year 2035. Land needed to accommodate additional housing units should be included on the planned land use map based on the population trend information presented in Chapter 2 of this Plan.

*The City of Pewaukee identifies future land uses on its Year 2050 Land Use/Transportation Plan. This includes opportunities for future residential development. This plan, among other considerations, is utilized in the review of development proposals.*

2. Community comprehensive plans should address the need for adequate consumer housing choices that allow for a full range of housing structure types and sizes including single-family, two-family, and, in sewer service areas, multi-family.

*The City's residential zoning districts and land use categories allow for a wide range of housing types.*

3. Promote construction design concepts such as Universal Design and Visitability. Visitability is a movement to change home construction practices so that all new homes, not just custom built homes, offer a few specific features that make the home easier for people with mobility impairment to live in at least one zero-step entrance approached by an accessible route on a firm surface no steeper than a 1:12 grade from a driveway or public sidewalk.

*The City does not have an architectural review board or ordinances that would mandate such features; however, the City would not necessarily object to such proposed designs.*

### **Housing Mix**

1. Communities that seek to attract jobs, as reflected in the accommodation of new commercial and industrial development, should ensure that a broad range of housing styles, types and price ranges are provided to provide opportunities to minimize geographic imbalances between job and residence locations.

*Again, the City's broad range of zoning districts and land use categories provide many options for developers related to lot size and density and allow for opportunities to meet any current housing demand.*

2. Communities should establish policies concerning housing mix to provide a full range of housing choices. Comparing housing types and affordability to existing and projected jobs and wages will be beneficial to establishing effective housing mix policies.

*See above response.*

3. Communities should analyze the population trend information presented in Chapter 2 and the employment projection information presented in Chapter 6 to ensure that a range of housing stock to meet the needs of an aging population. This analysis should be repeated annually to determine the effectiveness of the housing mix policy.

*The City periodically updates its Neighborhood Plans and continually reviews future land uses. Further, the City considers proposals contrary to the plans to determine if a change is needed based on current market conditions and housing demands.*

4. Communities should analyze existing housing stock to establish baseline conditions for the existing affordable housing. As part of this planning project, Waukesha County worked with the Town of Mukwonago to develop a sample methodology to analyze the value of existing housing stock. The following criteria were used to provide more accurate data on the actual housing stock within the municipality.
  - a. Equalized improved value of the property was greater or equal to \$40,000 based on tax and assessment information.
  - b. Equalized total value (land plus improvements) was less than or equal to \$208,700.
  - c. Land area was less than 10 acres to exclude large farms.
  - d. Special attention was given to removing parcels with partial assessments, parcels with only larger accessory structures, and parcels that had multiple living units or multi-family units.

*The City's Assessor's Office, as part of the data utilized to determine the value of a home or property, includes a CDU (Condition, Desirability, Utility) rating.*

### **Housing Affordability and Housing Costs**

1. Households should not have to pay more than 30 percent of their adjusted gross income in order to secure decent, safe, and sanitary housing, including, in addition to the contract rent payment or the payment of the principal, interest, and taxes, the necessary insurance, utility, and other attendant costs.

*Based upon the median household income and median housing costs, Pewaukee residents, on average, are not spending more than 30% of income on housing.*

2. Chapter VI (Economic Development) of this Plan, discusses the use of Tax Incremental Financing. Municipalities should consider using Tax Incremental Financing for the redevelopment of properties to higher density residential uses to meet affordable housing needs.

*The City is open to the consideration of TIF, subject to the development meeting the 'but for' test required to establish a TIF District and all other TIF requirements and best practices being met.*

*The City does not currently have a TID; however, if one is established and the debt will be retired, the City may consider the "Affordable Housing Extension" (AHE) option of the TIF law to potentially help fund affordable housing or find ways to improve existing housing stock.*

3. Communities within the County should consider and explore the creation of incentives for the development of affordable housing units. Options to consider include density bonuses and waiver of fees.

*This could be considered by the City.*

4. The County should work with municipalities to study the feasibility of an affordable housing trust fund to assist in meeting the projected employment housing needs.

*The City is willing to work with the County as may be necessary.*

5. Encourage mixed income housing development to avoid concentrating affordable units in a limited number of areas.

*The City has a mix of housing options that may be allowed in any given area of the City.*

6. Encourage the adoption and use of "flexible zoning district" regulations such as Traditional Neighborhood Development, Transit-Oriented Development, and Planned Unit Development regulations.

*Again, the City has a range of housing options as well as the use of PUDs to provide even greater flexibility and options for a particular development.*

7. Develop or encourage the development of rent-to-own programs through public-private partnerships and entrepreneurship to give low- to moderate-income families a chance at homeownership.

*This could be considered by the City.*

8. Study the potential to integrate other types of specialty housing, where applicable, such as "cooperative housing" (sometimes called "coop-housing or co-habiting

housing”), “cohousing” and university or campus-related housing for seniors, which may also socially support and help seniors and/or persons with disabilities be self-sufficient.

*This could be considered by the City.*

9. Support the inclusion of accessory units and “live-work-units” (sometimes called “flex units”), where suitable, to help provide affordable housing as well as affordable office or work space for entrepreneurs (i.e. small businesses and home-based businesses).

*This could be considered by the City.*

### **Household Size**

1. The average household size in the County in 1960 was 3.66 persons per household. The projected 2035 household size is 2.48. County projections show that the population of people aged 65 and over will more than double in size increasing from 26,763 people in 2000 to 56,678 in 2035. A higher percentage of smaller housing units, multi-family, independent and assisted living units may be required to better meet the housing needs of smaller households, including the increase in one- and two-person empty nester and elderly households and persons with disabilities.

*The City acknowledges this demand and as recent as December 2019 approved a senior living community, which included a principal building with assisted living options and memory care units. The development also included smaller sized independent living senior cottages.*

*Other housing developments will be considered on a case by case basis.*

### **Transition from Renter to Home Owner Occupied Housing**

1. Utilize existing local, state, and federal programs to educate young adults and families in the County to transition from renter to home owner. About 20 percent of housing units in Waukesha County are renter occupied and 80 percent are owner occupied. However, in several communities within the County renter occupied units are over 40 percent of total housing units.

*This could be considered by the City.*

### **Housing Vacancy**

1. The supply of vacant and available housing units should be sufficient to maintain and facilitate ready housing consumer turnover. Rental and homeowner vacancy rates at the county level should be maintained at a minimum of 4 percent and a maximum of 6 percent for rental units and a minimum of 1 percent and a maximum of 2 percent for homeowner units over a full range of housing types, sizes, and costs.

*The City has an owner-occupied housing unit rate (2013-2017) of 81.7%. Waukesha County has a homeowner vacancy rate of 1.1% and a rental vacancy rate of 3.4%.*

## **Land Use Regulation and Other Considerations**

1. The County and municipalities should examine regulatory codes to identify the extent to which they permit or exclude relatively lower cost housing, and make appropriate changes to facilitate the provision of such housing. This review should primarily focus on the structure types permitted (single-family, two-family, multi-family); development densities; minimum lot area requirements; minimum building setbacks; and minimum dwelling unit floor area requirements.

*The City continually reviews zoning, land uses, and fees. Further, the City considers development proposals on a case by case basis. The City considers a proposal based upon the zoning, future land use designation, and the impacts on the surrounding area. The City permits a variety of housing types and densities.*

2. The County should research, study, promote, and educate the use of energy efficient homes and green housing development design concepts.

*The City is in support of green building practices.*

3. Several of the housing recommendations may be implemented using municipal land use regulations. Waukesha County's land use regulations apply to Towns of Genesee, Oconomowoc, Ottawa or Vernon; or the shoreland/floodland areas (generally within 1,000 feet of a lake or 300 feet of a stream), in all of the Towns. In addition, Waukesha County is an approval or objection agency on proposed subdivision plats and certified surveys, limited to the review authority granted under s.236 Wisconsin Statutes.

*Again, the City continually reviews its land use regulations and enforces State and County regulations as necessary.*

4. The rising cost associated with the purchase and development of land for building sites has a significant impact on the increasing prices and reduced affordability of housing. In addition, occupancy costs (distances to employment, shopping, education and other community services; transportation costs) indirectly affect the affordability of housing. The Housing and Land Use planning standards and objectives, presented in Chapter 2 of this Plan, seek to provide affordable housing by calling for increased residential densities on municipal services (sewer, water and transportation alternatives), and in close proximity of employment, education, shopping and other community services. Cities and villages traditionally provide planned municipal sewer, water and public transportation, accommodating higher densities.

*The City considers higher density developments as may be appropriate based upon the specific location.*

*“(a) The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year.”*

<b>Application Type</b>	<b>2018</b>
Subdivision Plats	3
Certified Survey Maps	7
Condominium Plats	1
Building Permits	270
Building Permits – New Homes	45
Other (electrical, plumbing, HVAC, etc.)	1,125
<b>Total</b>	<b>1,451</b>

*“(b) The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year.”*

<b>Development Name</b>	<b>Number of Dwelling Units - 2018</b>
The Glen at Parkway Ridge Condominium Plat	40
J & R Revocable Trust CSM	4
Swan View Farms Preliminary Plat	83
Mueller CSM	3
Cardinal Meadow Preliminary Plat	24
<b>Total</b>	<b>154</b>

*“(c) A list and map of undeveloped parcels in the municipality that are zoned for residential development.”*

According to the City’s Neighborhood Plans (2015-2050), the City as 1,043.9 additional residential acreage to be developed. 2,190 additional dwelling units are planned with a population increase of 6,260 people.

See Appendix A.

*“(d) A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.”*

See Appendix B.

*“(e) An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision.”*

Residential development is regulated by the City’s Municipal Code, particularly Chapter 17 – Zoning, Chapter 18 - Land Division, and Chapter 19 – Storm Water Management as well as the City’s Zoning Map, which is guided by the City’s Comprehensive Master Plan, including the Year 2050 Land Use/Transportation Plan.



### **Land Use Controls:**

The City finds that ‘Land Use Controls’ would generally refer to zoning district standards and future land use designations.

The City has a range of single-family and multi-family zoning districts as well as a range of density classifications within the Comprehensive Master Plan and future land use designations.

**Zoning:** The City’s seven (7) single-family residential districts require minimum lot areas as large as five (5) acres and as small as 12,500 square feet. Further, the Rs-7 Single-Family Residential District accommodates older, established areas of the City where lot sizes may be even smaller. The Rs-7 District also reduces other standards, such as setbacks, to assist the development of substandard lots. In addition, the City allows the development of substandard lots per Section 17.0906 of the Zoning Code.

The Rd-1 and Rd-2 Two-Family Residential Districts allow for two-family residential development. The Rm-1, Rm-2, and Rm-3 districts allow for multi-family residential development at different densities. Further each of these zoning districts allow Conditional Use Residential Planned Unit Development options to allow for greater flexibility in development standards, including setbacks and minimum lot area.

The Rm-1 District allows densities not exceeding six (6) dwelling units per net acre, the Rm-2 District allows densities not exceeding nine (9) dwelling units per acre, and the Rm-3 allows up to twelve (12) dwelling units per net acre.

**Year 2050 Land Use/Transportation Plan:** There are four (4) residential future land use designations identified on the City’s Year 2050 Land Use/Transportation Plan. Each district specifies a minimum area per dwelling unit. See below.

1. Low Density Residential (> 2 AC. – 2 AC. / D.U.)
2. Low-Medium Density Residential (1/2 AC. – 2 AC. / D.U.)
3. Medium Density Residential (6,500 SQ. FT. – 1/2 AC. / D.U.)
4. High Density Residential (< 6,500 SQ. FT. / D.U.)

### **Financial Impact – Land Use Controls**

The above outlines a variety of densities and lot sizes that may be proposed. Generally speaking, land use regulations that require larger lot sizes would produce less lots and may cost more per acre compared to a denser, smaller lot subdivision development.

The City considers proposals on a case by case basis and in consideration of City ordinances, the surrounding area, natural resource impacts, general planning principles, and engineering best practices. These factors assist in determining appropriate densities for a particular area. Further, the developer’s requested density and lot size is also considered.

The above lot size and density options demonstrate the City’s willingness to consider higher densities and smaller lot sizes if and when appropriate.

### **Site Improvement Requirements:**

The City finds ‘Site Improvement Requirements’ means those zoning, land division, storm water management, and environmental protection regulations that impact the cost of new residential development. Site improvement requirements can be found primarily within Chapters 17, 18, and 19 of the City’s Municipal Code.



Site improvements for residential development may include, but are not limited to, grading, erosion control, storm water management facilities, streets, and public infrastructure such as sewer and water facilities. In addition to the City's Municipal Code, there are certain State requirements that must be met related to these site improvements, such as storm water management and natural resource protection regulations.

#### Financial Impact – Site Improvement Requirements

Site improvement costs are specific to a development and site. Further, it is not reasonable or even feasible to provide a cost that each individual regulation may have on a development.

It can be noted that road and pavement standards, State requirements for storm water management facilities, the requirement of public sewer and water facilities, and the like all contribute to the cost of new development.

Changes to reduce costs are feasible; however, the City finds its standards and requirements reasonable, necessary, and for the benefit of the public as a whole. Reducing or lessening standards would have a negative impact on the community and would likely lead to greater costs and an additional tax burden on residents in the long-term.

Further, it can be noted that State regulations for the protection of natural resources and storm water management requirements add costs to new developments as well. The City generally supports these types of regulations and would not support drastic changes to eliminate existing restrictions.

#### **Fees and Land Dedication Requirements:**

The City of Pewaukee requires application fees, impact fees, and land dedications related to new residential development.

Fees: A complete list of application fees can be found in the New Housing Fee Report below as well as the City's Fee Schedule. Impact fees can also be found below as well as in the City's Needs Assessment Study and Impact Fee Analysis for Parks, Fire Department, and Trails, and Section 17.0300 of the Zoning Code.

Applications for new residential development require a Certified Survey Map if four (4) or less lots are proposed, and a Preliminary and Final Plat if five (5) or more lots are being created.

Other applications may also be required such as a Comprehensive Master Plan Amendment, Rezoning, or Conditional Use. Multi-family developments may be subject to Site & Building Plan Review as well.

Additionally, the City charges for the time required for engineering staff to review a development. This is at a rate between \$54.58 per hour to \$105.66 per hour, depending upon the staff person.

The City also has a third party consultant review storm water management plans. This total cost varies and is dependent upon the specific development project and the number of reviews needed.

Depending on the location of the development, sewer and water assessments and connection fees may apply.

Land Dedication: Land dedication is required for public streets. The cost is again specific to the development. Typically, the City does not require lands for parks or other uses to be dedicated. Alternatively, impact fees are collected for park lands.

#### Financial Impact – Fees and Land Dedication Requirements

Obviously fees and land dedications are a cost to new development. Again, costs will depend on the specific development and the applications needed and amount of land to be dedicated to accommodate the proposed streets and layout.

The City reviews its fee schedule on an annual basis and also periodically conducts fee comparisons. These comparisons demonstrate that the current application fees are reasonable and compare competitively to other communities that are similar in size.

Impact fees are reviewed and adjusted as needed. These fees pay for police and fire services, parks, and trails. These services and amenities are necessary and protect the quality of life for Pewaukee residents as the population increases.

#### **Permit Procedures:**

Applications are reviewed in a timely manner. The City typically reviews a plat and has it on a Plan Commission agenda in approximately 30 days. Reducing this time frame would be unreasonable and would likely result in staffing issues or the reduction of services elsewhere.

All State mandated time frames are met, and are more often exceeded.

Storm water reviews often take 3 months or more; however, this is a result of multiple reviews to ensure that all standards and regulations are met. It can be noted that the majority of these regulations are mandated by the State.

#### Financial Impact – Permit Procedures

Higher quality and complete submittals are encouraged to lower costs for new residential developments. The sooner plans are brought into compliance, the less review is required and costs for a development are lowered. This alone may reduce the time and cost to develop a new subdivision or housing development by 20%.

***“The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:  
1. Meet existing and forecasted housing demand.”***

With 1,043.9-acres of vacant land identified for future residential development, Pewaukee is limited in the amount of housing it may provide in the long-term. Natural resource protection and availability of public sewer and water facilities are also factors that limit and slow growth, but are also necessary in the orderly and appropriate development of the City.

The City intends to serve the entire community with public sewer and water facilities in the future; however, several areas are cost prohibitive. In order to meet existing and forecasted housing demand, the City will consider partnerships and any available financing options, as may be appropriate on a case by case basis, to assist in providing public infrastructure throughout the City.

The City will also continue to work with developers and refine its review process to provide efficient review times, while still maintaining thorough and competent reviews to ensure all standards and regulations of the State and City are met.

In addition, where land is available and considered appropriate based upon the surrounding area and uses, the City may consider rezoning property to allow for residential development, including more dense single-family and multi-family use.

It should be noted that the City already encourages cluster type development within the vast majority of its residential zoning districts as allowed via Conditional Use for a Residential planned unit development (PUD).

***2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.***

To ensure the City is doing everything possible to lower the time and cost necessary to approve and develop a new residential subdivision, the City reviewed the Affordable Housing Recommendations from the Southeastern Wisconsin Regional Planning Commission Planning (SEWRPC) Report No. 54 A Regional Housing Plan For Southeastern Wisconsin: 2035.

Below is a summary of that review, including ways to reduce the time and cost to approve and develop a new residential subdivision in the City by 20 percent. The review also highlights recommendations that were considered, but are not feasible in the City of Pewaukee.

- SEWRPC recommendations for sewerer/non-sewerer communities:

- **Affordable Housing**

- Reduce or waive impact fees for affordable housing

*This could be considered by the City.*

- Encourage a variety of housing types

*The City has a variety of zoning district options, which are discussed with developers at the time a residential development is being proposed.*

*The City currently has no design standards or architectural review for residential dwellings to dictate certain design features of individual homes.*

- Review requirements that increase housing costs but do not contribute to design or functionality, for example:
  - Limit size and façade requirements for single-family housing

*The City has no design standards or architectural review for residential dwellings.*

- Use of panelized building construction

*The City has no design standards or architectural review for residential dwellings.*

- Review site improvement standards

*The City has no design standards or architectural review for residential dwellings.*

- Review exterior building material, parking, and landscaping requirements for multi-family housing

*The City has no design standards or architectural review for residential dwellings.*

- Include architects on design review team

*The City has no design standards or architectural review for residential dwellings.*

- **Subsidized and Tax Credit Housing**

- Simplify and maintain Federal subsidized housing programs

*This could be considered by the City.*

- Increase funding level for Section 8 Housing Choice Vouchers

*This could be considered by the City.*

- Seek and support new low-income housing tax credit (LIHTC) housing

*This could be considered by the City.*

- Seek and support HUD subsidized housing

*This could be considered by the City.*

- Form affordable housing partnerships

*This could be considered by the City.*

- Establish a Housing Trust Fund for Southeastern Wisconsin

*This could be considered by the City.*

- Expand partners involved in Continuum of Care planning process

*This could be considered by the City.*

- **Housing Development**

- Neighborhood planning

*The City currently has an up-to-date neighborhood plan that: considers access; identifies a variety of single-family, two-family, and multi-family land uses; identifies environmental resources; and shows potential areas for storm water management facilities. Further, the City has a Bicycle and Pedestrian Facility Plan, which was updated in 2019.*

- Develop design standards

*Section 17.0210 Principles & Standards for Aesthetic Evaluation of the City's Zoning Code includes design standards for staff and Plan Commission consideration.*

- Brownfield redevelopment

*The City will continue to consider TIF requests as may be appropriate.*

- Crime Prevention design

*This could be considered by the City.*

## **Conclusion**

To reduce costs by 20 percent, the City will focus on review times and the number of reviews needed. This will consist of working closely with developers to refine the City's review process. However, it must be noted that the health, safety, and welfare of the City of Pewaukee and its residents is the primary goal of the City, which will not be comprised to lower costs. The reviews conducted by the City are necessary to ensure that standards and regulations set by the State and the City are met.

With that said, the City will seek input from the development community regarding the current development review processes and make changes as may be needed. The City will also encourage developers and their consultants to provide full and complete submittals that meet the standards of the State and City of Pewaukee. This will cut down on the number of reviews and the total cost of the approval process. City staff will strive to assist where needed to achieve this goal.

## NEW HOUSING FEE REPORT

The following includes those specific items to be addressed for the Housing Fee Report per Section 66.10014 of Wisconsin State Statutes:

- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
- (a) Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
1. Building permit fee.
  2. Impact fee.
  3. Park fee.
  4. Land dedication or fee in lieu of land dedication requirement.
  5. Plat approval fee.
  6. Storm water management fee.
  7. Water or sewer hook-up fee.

Below is a comprehensive list of fees potentially related to residential construction, remodeling, and development. The City's 2020 fee schedule in its entirety is attached to this report as Appendix C.

## **II. BUILDING/CONSTRUCTION/DEVELOPMENT FEES AND CHARGES**

Re-Inspection Fee for Inspections that are scheduled but not ready for inspection and require return inspection(s)	\$75.00 / inspection
<b>A. RESIDENTIAL BUILDING PERMITS/FEES - (Chapter 14 and Chapter 17)</b>	
1. State Seal	\$43.00
2. New Residential Building & Additions	
➤ Finished Areas & Garages	Base/Plan Review Fee \$275.00 plus .35¢ / sq. ft. / floor
➤ Unfinished areas – attached decks, porches, basement, crawl spaces.	Base Fee \$275.00 plus .25¢ / sq. ft. / floor
3. Detached Accessory Buildings or Structures	Base Fee 120.00 plus .25¢ / sq. ft. / floor
4. Remodel and Alteration to Residential Buildings	Base Fee \$150.00 plus .30¢ / sq. ft.
5. Early Start	\$150.00
6. Occupancy Certification Unit for New Residential Building & Additions	\$ 60.00

7. Erosion Control (Sites of less than 1.0 acres and a storm water management plan is not required)	.05¢ / square foot of all estimated disturbed land surface – Minimum \$50.00, maximum \$2,000.00
8. Impact Fee – Also Zoning Ordinance §17.0302	
Total Residential Impact Fees \$953.00	
Total Non-Residential Impact Fees .24¢ per square foot	
➤ Impact Fee to be used for Parks, Playgrounds and Athletic Fields:	
○ Residential buildings:	\$561.00/ dwelling unit
➤ Impact Fee to be used for Fire and Rescue facilities:	
○ Non-residential buildings:	.03¢ / square foot
○ Residential buildings:	\$30.00 / dwelling unit
➤ Impact Fee to be used for Hike/Bike Trails:	
○ Non-residential buildings:	.12¢ / square foot
○ Residential buildings:	\$362.00 / dwelling unit
9. Garbage Collection/Recycling Rate (\$6.145)	\$150.00 per unit <u>for applicable properties</u>
➤ Up-the-Drive Service – Additional Subscription Rate (Residents can apply for Special Hardship if Handicapped or Disabled)	\$21.81 / per month
10. Minimum Permit Fee for All Permits & Inspections	\$60.00
<b>C. PLUMBING PERMITS – (Chapter 14)</b>	
1. GENERAL	
➤ 1 & 2 Family New Building Base Fee	\$125.00 each
➤ 1 & 2 Family Addition Base Fee	\$75.00 each
➤ 1 & 2 Family Alteration Base Fee	\$50.00 each
➤ 3 or More Family Residential Building New/Additions Base Fee	\$150.00 plus \$5.00 per unit
➤ Non-Residential/Commercial Building New Or Addition Base Fee	\$250.00 each
➤ Non-Residential/Commercial Building Alteration Base Fee	\$125.00 each
2. WATER SYSTEM	
➤ Water Service Lateral	\$60.00 / inspection
➤ Back Flow Device – Fire, R.P. Valves, etc.	\$60.00 / inspection
➤ Water Distribution System (domestic)	\$60.00 / inspection
3. SANITARY SYSTEM	
➤ Sanitary Sewer Lateral	\$60.00 / inspection
➤ Sanitary Building Drain Underground - Interior	\$60.00 / inspection

➤ Sanitary Drain & Vent System - Interior	\$60.00 / inspection
<b>4. STORM SEWER SYSTEM</b>	
➤ Storm Sewer Lateral	\$60.00 / inspection
➤ Sewer Drain System – Interior	\$60.00 / inspection
<b>5. PLUMBING FIXTURES</b>	
➤ All plumbing fixtures including, but not limited to, faucets, lavatories, toilets, tubs, AAV's, dishwashers, hose bibs, etc.	\$12.00 / fixture
<b>6. MISCELLANEOUS PLUMBING</b>	
➤ Gas Piping Inspections	\$60.00 / inspection
➤ Private Well Inspection – Inspection or Abandonment	\$60.00 / inspection
➤ Fire Suppression – Check Valves	\$60.00 / inspection
7. Minimum Permit Fee All Permits	Residential: \$60.00 / Inspection Commercial:\$100.00 / Inspection
<b>D. ELECTRICAL PERMITS – (Chapter 14)</b>	
<b>1. GENERAL</b>	
➤ All Building Types – New Buildings & Additions	\$100.00 base fee plus .07¢ / square foot / floor not including electric service
➤ Alterations - Residential	Residential \$120.00 base fee
➤ Alterations - Commercial	Commercial \$50.00 base fee plus .07¢ per sq. ft.
➤ Services & Feeders	\$75.00 first 200 amps, \$10.00 per 100 amps above 200 amps
➤ Low Voltage-Multi-Family & Non-Residential Buildings	\$50.00 plus .01¢ / square foot
➤ Minimum Permit Fee All Permits	Residential: \$60.00 / Inspection Commercial:\$100.00 / Inspection
<b>E. HEATING, VENTILATION AND AIR CONDITIONING (HVAC) PERMITS (Chapter 14)</b>	
<b>1. GENERAL</b>	
➤ Commercial Buildings - New Buildings, Additions & Alterations	\$50.00 base fee plus .05¢ / square foot / floor
➤ Residential Buildings – New Buildings and Additions	\$50.00 base fee plus .05¢ / square foot / floor
➤ Residential Buildings – Alterations	\$60.00 / inspection
➤ New Furnace unit, additions or replacements	\$60.00 / unit
➤ New A/C unit, additions or replacements	\$60.00 / unit



➤ Fireplaces, Wood burning Appliances	\$60.00 each
➤ Commercial Exhaust Units	\$150.00 first unit, \$25.00 each additional unit
➤ Commercial Application / Review – New or additions to commercial buildings	\$75.00
➤ Minimum Permit Fee All Permits	Residential: \$60.00 / Inspection Commercial: \$100.00 / Inspection

## **F. CONSTRUCTION SITE EROSION CONTROL PERMITS - (Chapter 19)**

### **1. GENERAL**

➤ For sites less than 1.0 acre of disturbance or 15 or less cubic yards of fill or excavation, a storm water management plan or permit is not required.	See sections II.A. and II.B. of this resolution.
➤ For sites disturbing more than 1.0 acres or more than 15 cubic yards of fill, or requiring a Notice of Intent (NOI), or requiring a storm water management plan.	\$50.00 base fee plus a fee equal to the actual cost to the City for all work incurred in connection with the review of the submittal or as otherwise specified in a Developer's Agreement

### **2. LETTER OF CREDIT OR CASH BOND\***

➤ For sites less than 1.0 acre of disturbance or 15 or less cubic yards of fill or excavation, a storm water management plan is not required.	See sections II.A. and II.B. of this resolution.
➤ For sites disturbing 1.0 to 10.0 acres or more than 15 cubic yards of fill or excavation, requiring a Notice of Intent (NOI), or requiring a storm water management plan.	\$2,000.00, or as otherwise specified in a developer's agreement.
➤ For sites disturbing 10.1 to 25.0 acres, requiring a Notice of Intent (NOI), or a storm water management plan.	\$3,500.00, or as otherwise specified in a developers agreement.
➤ For sites disturbing in excess of 25.0 acres, requiring a Notice of Intent (NOI), or requiring a storm water management plan.	\$5,000.00, or as otherwise specified in a developers agreement.

## **G. STORM WATER MANAGEMENT - (Chapter 19)**

### **1. GENERAL**

➤ For sites less than 1.0 acre of disturbance <u>or 15 or less cubic yards of fill or excavation</u> , a storm water management plan is not required.	See sections II.A. and II.B. of this resolution.
➤ For sites disturbing in excess of 1.0 acres <u>or 15 cubic yards of fill or excavation</u> , requiring a Notice of Intent (NOI), or requiring a storm water management plan.	\$50.00 base fee plus a fee equal to the actual cost to the City for all work incurred in connection with the review of the submittal or as otherwise specified in a developers agreement.

<b>2. LETTER OF CREDIT OR CASH BOND*</b>	
➤ For sites less than 1.0 acre of disturbance, a storm water management plan is not required.	See sections II.A. and II.B. of this resolution.
➤ For sites disturbing in excess of 1.0 acres, requiring a Notice of Intent (NOI), or requiring a storm water management plan.	As set forth in Sections or as otherwise specified in a developers agreement.
<b>*PLEASE NOTE:</b> ALL OR PART OF CASH PERFORMANCE BONDS MAY BE REIMBURSED IF NO COST HAS BEEN INCURRED BY THE CITY. EROSION BONDS SHALL BE FORFEITED IF COMPLAINT IS NOT MET WITHIN 12 MONTHS OF OCCUPANCY.	
<b>H. MISCELLANEOUS BUILDING/STRUCTURE FEES</b>	
<b>1. GENERAL</b>	
➤ Razing of Res Buildings / Interior	\$200.00
➤ Razing of Accessory Buildings > 180 sq. ft.	\$75.00
➤ Razing of Commercial Buildings / Interior	\$300.00
➤ Moving of Buildings > 180 sq. ft. (Submit bond plus proof of insurance)	\$300.00
➤ Miscellaneous Permits – minor repairs	\$60.00 / inspection
➤ Re-inspections	\$60.00
➤ Special Inspections	\$100.00, \$80.00 / hour
➤ Pools – above ground pools	\$100.00
➤ Pools – in-ground pools	\$150.00
➤ Re-roofing or Residing	\$60.00
➤ Erosion Control – Development Major Land Division > 5 lots	\$500.00
➤ Development Minor Land Division < 5 lots	\$200.00
➤ Misc. Land Division over 2000 sq. ft.	\$100.00
➤ Foundation repairs/damp proofing	\$100.00
➤ Filling Permit (§6.10(4))	\$100.00
➤ Culverts	\$150.00
<b>PLEASE NOTE:</b> A MINIMUM CHARGE OF UP TO \$500.00 OR TRIPLE THE PERMIT FEE< WHICHEVER IS GREATER, MAY APPLY IF WORK IS BEGUN WITHOUT A PERMIT.	
<ul style="list-style-type: none"> <li>• A Minimum Permit Fee is \$60.00 per inspection unless otherwise stated.</li> <li>• Building square footage calculations shall include all floor levels, crawl spaces, basements, open and closed porches. The measurement shall be outside perimeter dimensions.</li> <li>• Accessory <u>structures</u> are structures without roofs and walls such as decks.</li> <li>• Accessory <u>buildings</u> are structures with roofs and/or walls such as gazebos, sunrooms, porches, garages, and sheds.</li> </ul>	

- Applicable City impact fees will be assessed at time of building permit application.

### **III. PLANNING REVIEW AND ZONING ADMINISTRATION**

<b>A. ZONING - (Chapter 17)</b>	
1. Zoning ordinance or district map amendment	\$400.00 plus Cost for Publication, Notice & All Attorney Fees Related to Project
2. Conditional Use Permit	\$400.00 plus Cost for Publication, Notice & All Attorney Fees Related to Project
3. Zoning Board of Appeals	\$400.00 plus Cost for Publication, Notice & All Attorney Fees Related to Project
4. Special Meeting with Plan Commission	\$500.00
5. Signs ( <u>requiring a permit</u> )	\$50.00 plus \$2.00 / square foot – Maximum \$500.00 (electric permit not included)
6. Zoning Permit (Fences/Sheds/Patio Slabs/Gazebo/Play Structures/Driveway & Other as determined by the Building Inspector	\$75.00
7. Zoning Compliance Letter *	\$50.00
*Additional Fee for Processing Letter to be Available within two business days	\$25.00
8. Lot Line Adjustment, Lot Split	\$250.00
9. Business Plan of Operations	\$100.00
10. Site or Building Plan Review by Plan Commission	\$500.00
11. Site or Plan Amendment Review by Plan Commission	\$250.00
12. Site or Building Plan Review by Staff	\$75.00
13. Conceptual Review Application	\$200.00
<b>B. LAND DIVISION - (Chapter 18)</b>	
1. Preliminary Plat	\$750.00 plus \$20.00 for each proposed lot or parcel created
2. Final Plat	\$350.00 plus \$10.00 for each proposed lot or parcel created
3. Final CSM with No Public Facilities	\$200.00 plus \$10.00 for each lot or parcel created

4. Final CSM with Public Facilities	\$350.00 plus \$10.00 for each lot or parcel created
5. Replat	Same as final plat
<b>C. CASH PERFORMANCE BONDS*</b>	
1. Occupancy Cash Bond – Residential	\$500.00
2. Occupancy Cash Bond – Commercial	\$2,500.00
3. Erosion Cash Bond - 1 & 2 Family	\$2,000.00
4. Erosion Cash Bond – Commercial & Other Construction	\$5,000.00
5. Erosion Cash Bond – Major Land Division – Plats, Subdivisions	\$4,000.00
6. Erosion Cash Bond – Minor Land Division – (CSM) Less than 6 parcels	\$2,500.00
<p><b>*PLEASE NOTE:</b> ALL OR PART OF CASH PERFORMANCES BONDS MAY BE REIMBURSED IF NO COST HAS BEEN INCURRED BY THE CITY. EROSION BONDS SHALL BE FORFEITED IF COMPLIANCE IS NOT MET WITHIN 12 MONTHS OF OCCUPANCY.</p>	

#### **IV. FIRE/RESCUE EMERGENCY FEES/CHARGES**

<b>A. FIRE/RESCUE CALL CHARGES – (\$4.19)</b>	
1. ALS1 (Advanced Life Saving) Emergency Rescue Charge	
➤ Resident	\$1,050.00
➤ Non-Resident	\$1,100.00
2. ALS2 (Advanced Life Saving) Base Rate	
➤ Resident	\$1,050.00
➤ Non-Resident	\$1,150.00
3. ALS (Advanced Life Saving) On Scene Care	
➤ Resident	\$300.00
➤ Non-Resident	\$400.00
4. BLS (Basic Life Saving) Rescue Charge	
➤ Resident	\$700.00
➤ Non-Resident	\$800.00
5. BLS (Basic Life Saving) On Scene Care	
➤ Resident	\$200.00
➤ Non-Resident	\$250.00

6. Mileage Charge for Rescue	\$25.00
7. Supply Charge for Rescue	\$100.00
8. Drugs/IV Charge for Rescue	\$100.00
<b>B. FIRE ALARM ACTIVATION CHARGE - (\$4.12)</b>	
False Alarm Activations within Calendar Year	
➤ First False Alarm Activation	No Charge
➤ Second or Third False Alarm Activations	\$350.00 each
➤ Four or More False Alarm Activations	\$750.00 each
<b>C. INSPECTION AND SPECIAL SERVICES – (\$4.17)</b>	
1. Storage Tank Installation/Relining	
➤ Plan review	\$175.00
➤ 2 <sup>nd</sup> thru 10 <sup>th</sup> system	\$60.00 each
➤ Component	\$100.00 each (\$150.00 max)
➤ Site inspection	\$100.00 / each tank system or component
➤ Relining (includes Inspection Fee)	\$150.00 /tank
➤ New Construction/Conversion to Self-service Key card Code	\$135.00 / tank
2. Storage Tank Upgrade for Leak, Spill, Corrosion, & Overfill Protection	
➤ Plan review	\$35.00 / tank
➤ Site inspection	\$100.00 / tank
➤ Plan revision review	\$100.00
➤ UST/AST removal inspection	\$150.00 / tank
<b>D. UNIFORM FEE STRUCTURE FOR FIRE APPARATUS RESPONSE ON STATE AND FEDERAL HIGHWAYS – (\$4.25)</b>	
1. Engine Company (minimum staffing 3)	\$558.00 / hour
2. Ladder Company (minimum staffing 3)	\$742.00 / hour
3. Tanker (minimum staffing 1)	\$369.00 / hour
4. Ambulance <u>Other</u> (minimum staffing 2)	\$184.00 / hour
5. Ambulance BLS (minimum staffing 2)	\$250.00 / hour
6. Ambulance ALS (minimum staffing 3)	\$350.00 / hour
7. Other Apparatus	\$184.00 / hour
8. Command Vehicle	\$250.00 / hour
<b>E. SPRINKLER SYSTEMS – (\$4.15)</b>	

1. Basic Fire Sprinkler/Alarm Plan Review Fee	\$325.00
2. Fire Sprinkler with Fire Pump	\$475.00
3. Fire Sprinkler Plans Review with Hydraulic Calculations	\$275.00
4. Fire Sprinkler Hydraulic Calculations – Verification Only	\$185.00
5. Each Additional Review of the Same System	\$185.00
6. Site Inspection of Fire Sprinkler Installations during Installation	\$225.00 / visit
7. Witness Final Acceptance Tests of Fire Sprinkler Systems	\$225.00 / visit
8. Small Additions and Changes	\$175.00
9. Small Additions and Changes under 20 heads	\$175.00
<b>F. FIRE INSPECTION OF COMMERCIAL STRUCTURES (TWO PER YEAR) – (§4.22)</b>	
All buildings that fall under the Wisconsin Commercial Code shall be assessed a charge based on the square footage of the building (square footage is the total floor area of any building or structure):	
1. Up to 2,500 square feet	\$31.65
2. 2,501 to 5,000 square feet	\$47.44
3. 5,001 to 10,000 square feet	\$94.82
4. 10,001 to 25,000 square feet	\$189.67
5. 25,001 to 50,000 square feet	\$379.28
6. 50,001 to 100,000 square feet	\$758.56
7. 100,001 square feet and over	\$1,517.12
8. Residential Multi-Family Structures	\$12.00 / per unit

## **V. LAW ENFORCEMENT**

<b>A. False Alarms (excluding Fire Alarms)</b>	
➤ First three (3) False Alarms	No Charge
➤ Fourth False Alarm	\$70.00 plus court costs
➤ Fifth False Alarm	\$100.00 plus court costs
➤ Sixth and Subsequent False Alarms	\$150.00 plus court costs
<b>B. Winter Parking Restrictions (§5.09)</b>	
➤ Improper Parking; No Parking Zone; Parked On Private Property; No Boat Launch Permit; And Other Violations	\$20.00
➤ Parked at Fire Hydrant; Parked in Handicapped Zone	\$100.00
<b>C. Pewaukee Lake (§21.01 &amp; §21.02)</b>	
➤ Launch Fee	\$7.00 / each launch

➤ Seasonal Launch Permit	\$50.00 plus tax
➤ Permit for Summer Recurrent and Lake Activities	\$20.00 / per year
➤ Permit for Winter Recurrent Activities	\$20.00 / per year
D. Forfeiture Amount for Violations Regarding E 9-1-1 Calls (§6.15)	
➤ First three unintentional E 9-1-1- Calls	No Charge
➤ Fourth unintentional E 9-1-1 Call	\$70.00 plus court costs
➤ Fifth unintentional E 9-1-1 Call	\$100.00 plus court costs
➤ Sixth and subsequent unintentional E 9-1-1 Calls	\$150.00 plus court costs
E. Municipal Court Costs Assessed on Each Citation (§23.09(2))	\$38.00
F. Community Police Program	\$6.00 - \$10.00 / program / occurrence for Non-Residents
G. Violation of Watercraft Launch Restrictions (§21.06)	
➤ First Occurrence	\$1,000.00 plus court costs
➤ Second and Subsequent Occurrences	\$2,000.00 each plus court costs
H. Escort Without License (§11.10)	\$500.00 plus court costs

## **VI. PUBLIC WORKS FEES AND CHARGES**

A. Public Street/Highway Opening Permit (§10.05)	\$50.00
B. Sewerage Sludge Disposal Permit (§9.07)	\$300.00 per site / year
C. Holding Tank Deposit (§9.08)	
➤ Residential	\$500.00
➤ Commercial or Industrial	\$1,000.00
➤ Commercial or Industrial Dispensing Food	\$1,500.00
D. Noxious Weed Abatement	All Labor Costs (at the minimum of 2 hours) & Equipment Costs

## **VII. WATER/SEWER FEES AND CHARGES**

As outlined in the Municipal Code, Reserve Capacity Assessments (RCA) are area assessment being served by the reserve capacity of the system. Additionally special assessments may be levied against properties for sanitary sewer or water infrastructure. A detailed fee schedule for RCS and other special assessments is available from the Water/Sewer Utility.

## **VIII. STORM WATER UTILITY**

As outlined in the Municipal Code, the City has adopted a Storm Water Utility for the entire City. Properties with at least 267 square feet of impervious surface are subject to an annual Storm Water Utility Fee of \$120.00 per Equivalent Runoff Unit.

“(b) The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.”

The fees charged in 2018 related to residential development and remodeling were \$197,015.00. This number divided by the 45 new homes constructed in 2018 equals \$4,378.11. Note that the total number of fees charged is for all residential homes throughout the City, not just those 45 new homes.



## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0886998002 N/A MARK L SEYMER AND LISA K SEYMER N47W27585 LYNNDAL RD PEWAUKEE WI 53072  
2.249 ACRES

PWC 0885996003 YENCH RD RICE LIVING TRUST N47W27010 GREEN HILL DR PEWAUKEE WI 53072-1836  
2.484 ACRES

PWC 0885015 N/A JOAN WINTERSBERGER TRUST W272N4642 YENCH RD PEWAUKEE WI 53072  
0.915 ACRES

PWC 0881998002 W262N4563 RYAN RD JAMES WILLIAM PUGH AND PENNY JEAN GOODYEAR 1343 HILLSIDE DR  
WAUKESHA WI 53186 1.484 ACRES

PWC 0884996 W261N4256 HIGH ST RYAN A RACHONER W261N4256 HIGH ST PEWAUKEE WI 53072-7025  
3.082 ACRES

PWC 0877993001 N45W25171 LINDSAY RD E LINDA UEBELE W244N4453 SWAN RD PEWAUKEE WI 53072-2651  
4.844 ACRES

PWC 0887026 ISHNALA TRL JOHN J BLECHACZ AND SARAH A BLECHACZ W261N2809 DEERHAVEN DR  
PEWAUKEE WI 53072-4583 0.948 ACRES

PWC 0887012 N41W27919 ISHNALA TRL MARGRIT MEIER AND MAX MEIER FAMILY TRUST N41W27919 ISHNALA  
TRL PEWAUKEE WI 53072 0.967 ACRES

PWC 0887984 N/A MARGRIT MEIER AND MAX MEIER FAMILY TRUST N41W27919 ISHNALA TRL PEWAUKEE WI  
53072 1.683 ACRES

PWC 0888012 N/A SAMUEL M VALLONE AND ANN K VALLONE W274N4105 SHARI DR PEWAUKEE WI 53072  
1.306 ACRES

PWC 0887988 N/A JAMES R & MARGARET A MEINECKE REVOCABLE TRUST N40W27855 GLACIER RD  
PEWAUKEE WI 53072 0.192 ACRES

PWC 0887041 N/A JAMES R & MARGARET A MEINECKE REVOCABLE TRUST N40W27855 GLACIER RD  
PEWAUKEE WI 53072 1.441 ACRES

PWC 0887040 N/A JAMES R & MARGARET A MEINECKE REVOCABLE TRUST N40W27855 GLACIER RD  
PEWAUKEE WI 53072 1.65 ACRES

PWC 0887039 N/A JAMES R & MARGARET A MEINECKE REVOCABLE TRUST N40W27855 GLACIER RD  
PEWAUKEE WI 53072 1.837 ACRES

PWC 0887037 N/A JAMES R & MARGARET A MEINECKE REVOCABLE TRUST N40W27855 GLACIER RD  
PEWAUKEE WI 53072 2.23 ACRES

PWC 0890999004 N/A WILLIAM P RUSSO AND TOSCA S RUSSO 228 MAIN ST DELAFIELD WI  
53018-1324 2.38 ACRES

PWC 0890999007 N/A GARY R KLATT 33 DORY CT BLUFFTON SC 29909-4308 2.021 ACRES  
PWC 0889009001 N39W27402 HILLSIDE GROVE RD W T CORPORATION 36024 S BEACH RD OCONOMOWOC  
WI 53066 0.458 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0894044 GLACIER RD TOM KIRKHAM AND TERI KIRKHAM W248S6096 DEERFIELD CIR WAUKESHA WI 53189-9121 0.866 ACRES

PWC 0894042 GLACIER RD JANE DE LA MATTER 1096 QUINLAN DR PEWAUKEE WI 53072-1893 0.727 ACRES

PWC 0934082001 N/A JEREL J JOHNSON N27W27378 WOODLAND DR PEWAUKEE WI 53072 0.485 ACRES

PWC 0930077001 N/A MATT J HALL PO BOX 101 NASHOTAH WI 53058-0101 0.305 ACRES

PWC 0930081 N/A WILLIAM J SMITH W269N2738 ELM AVE PEWAUKEE WI 53072-4406 0.153 ACRES

PWC 0930082 N/A WILLIAM J SMITH W269N2738 ELM AVE PEWAUKEE WI 53072-4406 0.153 ACRES

PWC 0930011 N/A CARL GOLLNICK AND CHRISTINE GOLLNICK N29W26640 PETERSON DR PEWAUKEE WI 53072 0.33 ACRES

PWC 0930052009 N/A J & R KNUTSON REVOCABLE TRUST N28W26658 PETERSON DR PEWAUKEE WI 53072 6.55 ACRES

PWC 0930124 N/A J & R KNUTSON REVOCABLE TRUST W267N2884 WOODLAND DR PEWAUKEE WI 53072 1.012 ACRES

PWC 0929986002 N/A 1520 LLC 1405 CAPITOL DR PEWAUKEE WI 53072-6933 1.26 ACRES

PWC 0931999007 N/A DONALD J CZECH N41W27458 PATRICIA LN PEWAUKEE WI 53072 4.079 ACRES

PWC 0941988104 N/A MEADOWBROOK VILLAGE LLC 2008 SAINT JOHNS AVE HIGHLAND PARK IL 60035-2417 19.0045 ACRES

PWC 0937034 N/A EUGENE A BLODGETT 1008 E BROADWAY WAUKESHA WI 53186 1.786 ACRES

PWC 0940996 N14W27393 SILVERNAIL RD TENACIOUS INVESTMENTS LLC 450 N WALES RD WALES WI 53183-9440 3.37 ACRES

PWC 0940997001 N/A MARY ANN WORGULL-PIVOTTO N27W27266 WOODLAND DR PEWAUKEE WI 53072-4478 7.439 ACRES

PWC 0939032 N/A SEAN DOWNS AND JULIE DOWNS W278N1184 WOODSIDE DR WAUKESHA WI 53188 2.16 ACRES

PWC 0981081 N/A JOSEPH J LORE W272N1129 RIDGE VIEW CT WAUKESHA WI 53188 0.5 ACRES

PWC 0981095 N/A DAVID HARDIMAN AND KARENJOY HARDIMAN N10W27373 ROLLING RIDGE DR WAUKESHA WI 53188 3.266 ACRES

PWC 0981040 N/A ROBERT LORIER AND LINDA LORIER W273N875 ROBBY LN WAUKESHA WI 53188 0.903 ACRES

PWC 0983999011 N6W27422 NORTHVIEW RD KYLE HARVEY AND SARAH HARVEY 10513 W GARFIELD AVE WAUWATOSA WI 53226-2322 2.207 ACRES

PWC 0984051002 N/A THOMAS J KEHOSS AND BARBARA J KEHOSS N5W27295 NORTHVIEW RD WAUKESHA WI 53188 1.025 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0984051004 N/A THOMAS J KEHOSS AND BARBARA J KEHOSS N5W27295 NORTHVIEW RD WAUKESHA WI 53188 0.977 ACRES

PWC 0876998004 W244N4412 SWAN RD MARVIN G FREYER W244N4412 SWAN RD PEWAUKEE WI 53072-2619 8.631 ACRES

PWC 0871999 N/A DAVID W AND BARBARA A SWAN REVOCABLE TRUST W239N4050 SWAN RD PEWAUKEE WI 53072 19.648 ACRES

PWC 0871996 W239N4024 SWAN RD WILLIAM D SWAN FAMILY LIMITED PARTNERSHIP W239N4050 SWAN RD PEWAUKEE WI 53072-2625 95.667 ACRES

PWC 0872018 N/A THEODORE J BIAGIONI N43W23195 BEAVER CT PEWAUKEE WI 53072-2657 2.112 ACRES

PWC 0869995 N/A CITY OF PEWAUKEE W240N3065 PEWAUKEE RD PEWAUKEE WI 53072-4044 1.9904 ACRES

PWC 0866996 N/A KUHLMAN ENTERPRISES INC N56W16865 RIDGEWOOD DR STE 100 MENOMONEE FALLS WI 53051 2.366 ACRES

PWC 0866996002 N/A KUHLMAN ENTERPRISES INC N56W16865 RIDGEWOOD DR STE 100 MENOMONEE FALLS WI 53051 2.32 ACRES

PWC 0866996003 N/A KUHLMAN ENTERPRISES INC N56W16865 RIDGEWOOD DR STE 100 MENOMONEE FALLS WI 53051 2.005 ACRES

PWC 0866046 N42W22777 LONDON CT ANGELA M NOVOTNEY N58W24876 CLOVER DR SUSSEX WI 53089 0.567 ACRES

PWC 0867097 N41W22798 SUNDER CREEK DR MAURICE ROBINSON AND GWENN V ROBINSON N41W22812 SUNDER CREEK DR PEWAUKEE WI 53072 0.425 ACRES

PWC 0867099 N41W22816 SUNDER CREEK DR NEAL E PERGANDE JR AND THERESA M PERGANDE 2523 EMSLIE DR WAUKESHA WI 53188 0.433 ACRES

PWC 0868996001 N/A H&F PROPERTIES 734 RIVER RESERVE DR HARTLAND WI 53029 0.825 ACRES

PWC 0867994006 DUPLAINVILLE RD MAPLE CREEK FARMS LLC W225N4226 DUPLAINVILLE RD PEWAUKEE WI 53072-2809 0.5601 ACRES

PWC 0867994005 DUPLAINVILLE RD CHRISTIAN E HANSEN W383N6450 S WOODLAKE CIR OCONOMOWOC WI 53066-6309 1.0085 ACRES

PWC 0867994004 DUPLAINVILLE RD CHRISTIAN E HANSEN W383N6450 S WOODLAKE CIR OCONOMOWOC WI 53066-6309 0.4695 ACRES

PWC 0867994002 DUPLAINVILLE RD CHRISTIAN E HANSEN W383N6450 S WOODLAKE CIR OCONOMOWOC WI 53066-6309 1.5748 ACRES

PWC 0867995 N/A CHRISTINE A LINDENSTRUTH N47W22733 WEYER RD PEWAUKEE WI 53072 0.533 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0905007 N/A CHANDRA GOLLAPUDY AND SUNEETA GOLLAPUDY N54W16658 AUTUMN VIEW LN  
MENOMONEE FALLS WI 53051 0.548 ACRES

PWC 0905019 N39W23303 BROKEN HILL CIR N STEVE O'CLAIRE 925 EAGAN RD BROOKFIELD WI 53045-6604  
0.619 ACRES

PWC 0905083 N37W23351 BROKEN HILL CIR S JANET L EHLE W244N2758 SINGLE TREE DR PEWAUKEE WI  
53072-6448 0.614 ACRES

PWC 0905079 N37W23435 BROKEN HILL CIR S SCOTT J BABLER AND MARGARET J BABLER N37W23444 BROKEN  
HILL CIR S PEWAUKEE WI 53072-2766 0.548 ACRES

PWC 0905995002 N35W23124 CAPITOL DR QUEEN OF APOSTLES CONGREGATION N35W23360 W CAPITOL DR  
PEWAUKEE WI 53072 15.162 ACRES

PWC 0905995 N35W23190 CAPITOL DR QUEEN OF APOSTLES CONGREGATION N35W23360 W CAPITOL DR  
PEWAUKEE WI 53072 2.0127 ACRES

PWC 0908053 N/A GARY KOPROWSKI AND RHONDA KOPROWSKI 4128 MENOMONEE RIVER PKWY  
WAUWATOSA WI 53222-1134 0.737 ACRES

PWC 0904998 W240N3415 PEWAUKEE RD ROBERT W & RUTH E STRIETER REVOCABLE LIVING TRUST N8985  
COUNTY RD SC IXONIA WI 53036 4.288 ACRES

PWC 0904996001 N/A THOMAS BANNISTER AND ANN BANNISTER W240N3277 PEWAUKEE RD PEWAUKEE WI  
53072 1.991 ACRES

PWC 0983005 W276N488 ARROWHEAD TRL MK-S-EP LLC 11600 W LINCOLN AVE WEST ALLIS WI 53227-1018  
0.348 ACRES

PWC 0983016 W275N240 ARROWHEAD TRL MK-S-EP LLC 11600 W LINCOLN AVE WEST ALLIS WI 53227-1018  
0.788 ACRES

PWC 0983017 W275N233 ARROWHEAD TRL CATHLEEN CARITY ESSELSTYN INHERITED TRUST N2W27481  
ARROWHEAD TRL WAUKESHA WI 53188-1947 1.723 ACRES

PWC 0905143 W239N3777 RIVER BIRCH CT BIELINSKI HOMES INC 1830 MEADOW LN STE A PEWAUKEE WI  
53072-5575 0.359 ACRES

PWC 0905142 W239N3765 RIVER BIRCH CT BIELINSKI HOMES INC 1830 MEADOW LN STE A PEWAUKEE WI  
53072-5575 0.363 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0905141 W239N3751 RIVER BIRCH CT BIELINSKI HOMES INC 1830 MEADOW LN STE A PEWAUKEE WI 53072-5575 0.386 ACRES

PWC 0905140 W239N3743 RIVER BIRCH CT PHILIP L VETTERKIND AND AMY M VETTERKIND W239N3743 RIVER BIRCH CT PEWAUKEE WI 53072-6315 0.359 ACRES

PWC 0912983 N/A DUPLAINVILLE LLC 3055 N BROOKFIELD RD BROOKFIELD WI 53045-3336 8.188 ACRES

PWC 0911997 N31W22828 GREEN RD SCOTT T AUGUSTINE AND LESLEY M AUGUSTINE N31W22828 GREEN RD PEWAUKEE WI 53072-4005 7.825 ACRES

PWC 0911990002 N/A THOMAS W & SHARON L LINDNER REVOCABLE TRUST N31W22788 GREEN RD PEWAUKEE WI 53072 0.695 ACRES

PWC 0911995 N31W22756 GREEN RD NETTESHEIM REVOCABLE MARITAL TRUST N31W22756 GREEN RD PEWAUKEE WI 53072 9.645 ACRES

PWC 0909999001 N/A KURT D NETTESHEIM AND KATIE L NETTESHEIM N24W22722 MEADOWOOD LN WAUKESHA WI 53186-8839 3.54 ACRES

PWC 0909995 N/A TIMOTHY S TROTIER AND ANNA H TROTIER W225N3781 LONG VALLEY CT PEWAUKEE WI 53072 1.00 ACRES

PWC 0910089 WYNDEMERE DR D&B MIEROW LLC PO BOX 2162 BROOKFIELD WI 53008-2162 0.442 ACRES

PWC 0910090 N/A VANISH KUMAR DABRA AND VANDANA VERMA DABRA 363 STOCKS DR DELAFIELD WI 53018-1806 0.466 ACRES

PWC 0910087 STERLING CT THOMAS E DWYER AND JULIE A DWYER 13265 W NATIONAL AVE APT 204 NEW BERLIN WI 53151-2000 0.424 ACRES

PWC 0910071 N/A D&B MIEROW LLC PO BOX 2162 BROOKFIELD WI 53008-2162 0.549 ACRES

PWC 0912039 N/A ERIK ZABEL AND MONICA ZABEL N32W22198 SHADYLANE PEWAUKEE WI 53072 0.451 ACRES

PWC 0912044 N/A KEVIN M BROUWER N31W22050 SHADY LN PEWAUKEE WI 53072-4120 0.525 ACRES

PWC 0913254 N/A OLIN K YAUCHLER AND BIVA T YAUCHLER N30W22115 WOODFIELD CT WAUKESHA WI 53186 0.557 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0913248 N30W22140 WOODFIELD CT W JENNIFER AMES 31 MARSHALL PL JANESVILLE WI 53545 0.53 ACRES

PWC 0957991 N/A MICHAEL M KOSCINSKI 16145 W NATIONAL AVE NEW BERLIN WI 53151 10.975 ACRES

PWC 0958979001 N/A PETERSON FAMILY PROPERTIES LLC W240N1221 PEWAUKEE RD WAUKESHA WI 53188 11.544 ACRES

PWC 0958978 N18W22739 WATERTOWN RD JOSEPH GRISWOLD AND ELLEN GRISWOLD N18W22739 WATERTOWN RD WAUKESHA WI 53186 5.835 ACRES

PWC 0958990003 N/A MARINCIC FAMILY LLC N30W22121 GREEN RD WAUKESHA WI 53186 1.094 ACRES

PWC 0958990001 N/A MARINCIC FAMILY LLC N30W22121 GREEN RD WAUKESHA WI 53186 0.919 ACRES

PWC 0958990002 N/A MARINCIC FAMILY LLC N30W22121 GREEN RD WAUKESHA WI 53186 0.893 ACRES

PWC 0924997 W240N2385 PEWAUKEE RD JAMES H PETERSON AND LEIGH C PETERSON FAMILY TRUST W240N2385 PEWAUKEE RD WAUKESHA WI 53188-1010 12.032 ACRES

PWC 0955999002 N/A STEVEN J MUELLER AND THOMAS E MUELLER 20925 HIGHLAND PASS DR BROOKFIELD WI 53045 18.046 ACRES

PWC 0955999001 N/A STEVEN J MUELLER 20925 HIGHLAND PASS BROOKFIELD WI 53045 10.799 ACRES

PWC 0955998 W235N1264 BUSSE RD REGINA MUELLER-JONES TRUST W235N1264 BUSSE RD WAUKESHA WI 53186 10.0278 ACRES

PWC 0955998 W235N1264 BUSSE RD REGINA MUELLER-JONES TRUST W235N1264 BUSSE RD WAUKESHA WI 53186 6.0518 ACRES

PWC 0966004 N/A SUSAN K NOBLE W235N1137 BUSSE RD WAUKESHA WI 53188 0.586 ACRES

PWC 0966014 N/A RANDALL KAU AND LORI KAU N11W23594 ROBINHOOD CT WAUKESHA WI 53188-1715 0.713 ACRES

PWC 0966039 N/A THOMAS SPELICH AND JOAN SPELICH W237N1012 KINGS DR WAUKESHA WI 53188 1.3101 ACRES

PWC 0966055 W238N1080 SHERWOOD DR JOAN G SPELICH AND JOSEPH S LEITINGER W237N1012 KINGS DR WAUKESHA WI 53188-1728 1.051 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0967997003 W237N612 OAKRIDGE DR PAYNE & DOLAN INC PO BOX 781 WAUKESHA WI 53187 2.374 ACRES

PWC 0963995 N/A WAUKESHA LIME & STONE CO PO BOX 781 WAUKESHA WI 53187-0781 1.505 ACRES

PWC 0963994 N5W22947 BLUEMOUND RD PAYNE & DOLAN INC PO BOX 781 WAUKESHA WI 53187-0781 1.783 ACRES

PWC 0963994001 N/A PAYNE & DOLAN INC PO BOX 781 WAUKESHA WI 53187-0781 2.028 ACRES

PWC 0963992002 N/A PAYNE & DOLAN INC PO BOX 781 WAUKESHA WI 53187-0781 16.287 ACRES

PWC 0963993 N406W229 WOLF RD DAVID ANDERSON AND CLAUDIA ANDERSON 2402 ROBERT ST STOUGHTON WI 53589 3.384 ACRES

PWC 0963993001 W229N406 WOLF RD WAUKESHA LIME & STONE CO INC PO BOX 781 WAUKESHA WI 53187-0781 1.165 ACRES

PWC 0963993002 N/A DAVID A ANDERSON AND CLAUDIA L ANDERSON 2402 ROBERT ST STOUGHTON WI 53589 3.304 ACRES

PWC 0963992001 N/A TOWN OF PEWAUKEE SANITARY DISTRICT #3 W240N3065 PEWAUKEE RD PEWAUKEE WI 53072-4044 1.523 ACRES

PWC 0963030 N/A CHERI J THURNER 217 WEST ST NAPLES FL 33963 0.745 ACRES

PWC 0925994004 N/A GREEN ACRES LLC 153 PARK AVE STE 201 PEWAUKEE WI 53072-3484 1.03 ACRES

PWC 0928989 N/A JOSEPHINE MARY KRUKAR W316S3690 STATE ROAD 83 WAUKESHA WI 53189-9429 0.988 ACRES

PWC 0928990 N/A JOSEPHINE MARY KRUKAR W316S3690 HWY 83 WAUKESHA WI 53186 1.123 ACRES

PWC 0928980 N/A BIELINSKI HOMES INC 1830 MEADOW LN STE A PEWAUKEE WI 53072-5575 16.603 ACRES

PWC 0945999002 N21W25195 BLUEMOUND RD GRAMANN REVOCABLE TRUST AGREEMENT N21W25195 BLUEMOUND RD PEWAUKEE WI 53072 8.71 ACRES

PWC 0945996001 N/A KENNETH R BLOCHOWIAK AND PATRICIA A BLOCHOWIAK 453 N BRATTLE RD SYRACUSE NY 13203 10.61 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0925990001 N27W25250 BLUEMOUND RD THE GLEN AT PARKWAY RIDGE LLC N27W24025 PAUL CT STE 100 PEWAUKEE WI 53072-6239 19.6655 ACRES

PWC 0928965001 N25W25198 BLUEMOUND RD REESE BROTHERS DEVELOPMENT OF PEWAUKEE INC N19W29028 GOLF RDG N PEWAUKEE WI 53072-4900 13.1 ACRES

PWC 0950024 N22W25056 STILL RIVER CT RICHARD L SNEDIGAR AND DEBORAH A SNEDIGAR 8801 W BURDICK AVE MILWAUKEE WI 53227-4530 0.463 ACRES

PWC 0950025 N22W25034 STILL RIVER CT THE JORDANA JOSEPH IRREVOCABLE TRUST OF 2011 117 N JEFFERSON ST STE 200 MILWAUKEE WI 53202 0.473 ACRES

PWC 0950026 N22W25012 STILL RIVER CT KENT A RAABE AND CHRISTINE L RAABE 1080 HAWTHORNE RIDGE DR BROOKFIELD WI 53045-4511 0.477 ACRES

PWC 0950048 N21W25061 STILL RIVER DR THE JORDANA JOSEPH IRREVOCABLE TRUST OF 2011 117 N JEFFERSON ST STE 200 MILWAUKEE WI 53202 0.495 ACRES

PWC 0950030 N21W25042 STILL RIVER DR CRANE COURT LLC 117 N JEFFERSON ST STE 200 MILWAUKEE WI 53202 0.547 ACRES

PWC 0950053 N21W24939 STILL RIVER DR FOX CREEK LLC 117 N JEFFERSON ST STE 200 MILWAUKEE WI 53202 0.473 ACRES

PWC 0950033 W249N2191 FOX CREEK CT FOX CREEK LLC 117 N JEFFERSON ST STE 200 MILWAUKEE WI 53202 0.542 ACRES

PWC 0950035 W249N2174 FOX CREEK CT THE ROBERT M JOSEPH IRREVOCABLE TRUST OF 2011 117 N JEFFERSON ST STE 200 MILWAUKEE WI 53202 0.639 ACRES

PWC 0950055 N21W24893 STILL RIVER DR KEVIN GEASON AND MELISSA GEASON N62W23346 SILVER SPRING DR UNIT 108 SUSSEX WI 53089-3845 0.466 ACRES

PWC 0950056 N21W24871 STILL RIVER DR JAMES R WAMSER AND LISA A WESTPHAL 1127 LAWNSDALE AVE WAUKESHA WI 53188-4917 0.505 ACRES

PWC 0950038 N/A CRANE COURT LLC 117 N JEFFERSON ST STE 200 MILWAUKEE WI 53202 0.46 ACRES

PWC 0950058 N21W24827 STILL RIVER DR MICHAEL J JOECKEN AND CATHERINE C JOECKEN 1424 ORCHARD VIEW LN MUKWONAGO WI 53149-1940 0.478 ACRES

PWC 0950043 W247N2155 LONE OAK CT MATTHEW A BYCZYNSKI AND CARLY J BYCZYNSKI 3935 S FIVE IRON CT NEW BERLIN WI 53151-5935 0.469 ACRES



## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0950993004 N/A JEROME C WAMSER N18W25060 WAMSER RD PEWAUKEE WI 53072-4626 2.023 ACRES

PWC 0950068 W246N1935 STILL RIVER DR MK-S-EP LLC 11600 W LINCOLN AVE WEST ALLIS WI 53227-1018  
0.486 ACRES

PWC 0950089 W246N1982 STILL RIVER DR MK-S-EP LLC 11600 W LINCOLN AVE WEST ALLIS WI 53227-1018  
04.61 ACRES

PWC 0950088 N/A MK-S-EP LLC 11600 W LINCOLN AVE WEST ALLIS WI 53227-1018 0.501 ACRES

PWC 0950083 N19W24667 STILL RIVER DR RIVER EDGE COURT LLC 117 N JEFFERSON ST #200 MILWAUKEE WI  
53202 0.472 ACRES

PWC 0950081 N18W24704 STILL RIVER DR MK-S-EP LLC 11600 W LINCOLN AVE WEST ALLIS WI 53227-1018  
0.461 ACRES

PWC 0950080 N18W24696 STILL RIVER DR STILL RIVER BUILDERS LLC 700 PILGRIM PKWY STE 100 ELM GROVE  
WI 53122-2063 0.543 ACRES

PWC 0950079 N18W24678 STILL RIVER DR CRANE COURT LLC 117 N JEFFERSON ST STE 200 MILWAUKEE WI  
53202 0.524 ACRES

PWC 0950078 N18W24656 STILL RIVER DR CRANE COURT LLC 117 N JEFFERSON ST STE 200 MILWAUKEE WI  
53202 0.483 ACRES

PWC 0950070 N/A RIVER EDGE COURT LLC 117 N JEFFERSON ST #200 MILWAUKEE WI 53202 0.46 ACRES

PWC 0950102001 STILL RIVER DR OUTLOT 10 LLC 117 N JEFFERSON ST STE 200 MILWAUKEE WI 53202-6160  
0.6086 ACRES

PWC 0950102002 STILL RIVER DR OUTLOT 10 LLC 117 N JEFFERSON ST STE 200 MILWAUKEE WI 53202-6160  
0.9853 ACRES

PWC 0950073 N18W24657 STILL RIVER DR MK-S-EP LLC 11600 W LINCOLN AVE WEST ALLIS WI 53227-1018  
0.477 ACRES

PWC 0865997004 N/A PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE SUITE 1200 MILWAUKEE WI  
53203-2418 17.9107 ACRES

PWC 0865139 N/A PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI 53203-2418  
27.6122 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0865992 W220N4575 WEYER RD PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE STE 1200  
MILWAUKEE WI 53203-2418 24.425 ACRES

PWC 0865062 N45W22355 PLANETREE TRL PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE SUITE 1200  
MILWAUKEE WI 53203-2418 6.658 ACRES

PWC 0866999002 N/A MICHAEL A HUMMER AND SANDRA J HUMMER FAMILY TRUST AND GARY L SCHULTZ  
N47W22521 WEYER RD PEWAUKEE WI 53072-1513 3.955 ACRES

PWC 0865037 W222N4799 SEVEN OAKS DR PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE SUITE 1200  
MILWAUKEE WI 53203-2418 0.644 ACRES

PWC 0865040 N47W22311 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE SUITE  
1200 MILWAUKEE WI 53203-2418 0.387 ACRES

PWC 0865050 W224N4623 SEVEN OAKS DR LAYTH ALWAN AND ATHENA M ALWAN 21160 CHANCERY CT  
BROOKFIELD WI 53045-3010 0.602 ACRES

PWC 0865058 N45W22457 PLANETREE TRL AWAIS M CHAUDRY AND SIDRA T CHAUDRY 340 DUSTIN DR  
BROOKFIELD WI 53045-3586 0.325 ACRES

PWC 0865059 N45W22435 PLANETREE TRL THE VICTORY COMPANIES INC N118W18531 BUNSEN DR  
GERMANTOWN WI 53022-6301 0.325 ACRES

PWC 0865060 N45W22413 PLANETREE TRL AMENDED AND RESTATED PINCSAK TRUST 2685 NORMAN DR  
BROOKFIELD WI 53045-1733 0.325 ACRES

PWC 0865080 N47W22290 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE SUITE  
1200 MILWAUKEE WI 53203-2418 0.443 ACRES

PWC 0865078 W222N4726 SEVEN OAKS DR ERIC HUTH AND HANNAH PINCSAK W242N2356 DEER PARK RD  
PEWAUKEE WI 53072-6426 0.363 ACRES

PWC 0865076 W222N4700 SEVEN OAKS DR BIELINSKI HOMES INC 1830 MEADOW LN PEWAUKEE WI 53072-  
5574 0.353 ACRES

PWC 0865075 W223N4688 SEVEN OAKS DR BIELINSKI HOMES INC 1830 MEADOW LN PEWAUKEE WI 53072-  
5574 0.336 ACRES

PWC 0865072 W223N4652 SEVEN OAKS DR BIELINSKI HOMES INC 1830 MEADOW LN PEWAUKEE WI 53072-  
5574 0.336 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0865071 W223N4648 SEVEN OAKS DR BIELINSKI HOMES INC 1830 MEADOW DR PEWAUKEE WI 53072-5574 0.336 ACRES

PWC 0865070 W224N4636 SEVEN OAKS DR BIELINSKI HOMES INC 1830 MEADOW DR PEWAUKEE WI 53072-5574 0.336 ACRES

PWC 0865069 W224N4624 SEVEN OAKS DR PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE SUITE 1200 MILWAUKEE WI 53203-2418 0.35 ACRES

PWC 0865068 W224N4612 SEVEN OAKS DR THE VICTORY COMPANIES INC N118W18531 BUNSEN DR GERMANTOWN WI 53022-6318 0.352 ACRES

PWC 0865066 W224N4568 SEVEN OAKS DR PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE SUITE 1200 MILWAUKEE WI 53203-2418 0.338 ACRES

PWC 0865064 W224N4524 SEVEN OAKS DR KAEREK HOMES INC 11600 W LINCOLN AVE WEST ALLIS WI 53227-1018 0.328 ACRES

PWC 0865100 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI 53203-2418 0.5178 ACRES

PWC 0865101 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI 53203-2418 0.4767 ACRES

PWC 0865102 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI 53203-2418 0.5741 ACRES

PWC 0865103 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI 53203-2418 0.61 ACRES

PWC 0865104 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI 53203-2418 0.5983 ACRES

PWC 0865105 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI 53203-2418 0.4659 ACRES

PWC 0865106 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI 53203-2418 0.341 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0865107 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE  
WI 53203-2418 0.3462 ACRES

PWC 0865108 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE  
WI 53203-2418 0.3834 ACRES

PWC 0865109 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE  
WI 53203-2418 0.3617 ACRES

PWC 0865110 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE  
WI 53203-2418 0.3173 ACRES

PWC 0865111 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE  
WI 53203-2418 0.3159 ACRES

PWC 0865112 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE  
WI 53203-2418 0.3233 ACRES

PWC 0865113 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE  
WI 53203-2418 0.3289 ACRES

PWC 0865114 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE  
WI 53203-2418 0.3433 ACRES

PWC 0865115 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE  
WI 53203-2418 0.3764 ACRES

PWC 0865116 WOODLEAF WAY PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE  
WI 53203-2418 0.3785 ACRES

PWC 0865117 TIMBER DR PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3594 ACRES

PWC 0865118 TIMBER DR PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3602 ACRES

PWC 0865119 TIMBER DR PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3799 ACRES

PWC 0865120 TIMBER DR PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.4372 ACRES

## Appendix A

### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0865121 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3271 ACRES

PWC 0865122 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3449 ACRES

PWC 0865123 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3607 ACRES

PWC 0865124 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3273 ACRES

PWC 0865125 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.342 ACRES

PWC 0865126 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3727 ACRES

PWC 0865127 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3557 ACRES

PWC 0865128 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3935 ACRES

PWC 0865129 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3889 ACRES

PWC 0865130 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.4369 ACRES

PWC 0865131 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3273 ACRES

PWC 0865132 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3254 ACRES

PWC 0865133 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3407 ACRES

PWC 0865134 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3251 ACRES

## **Appendix A**

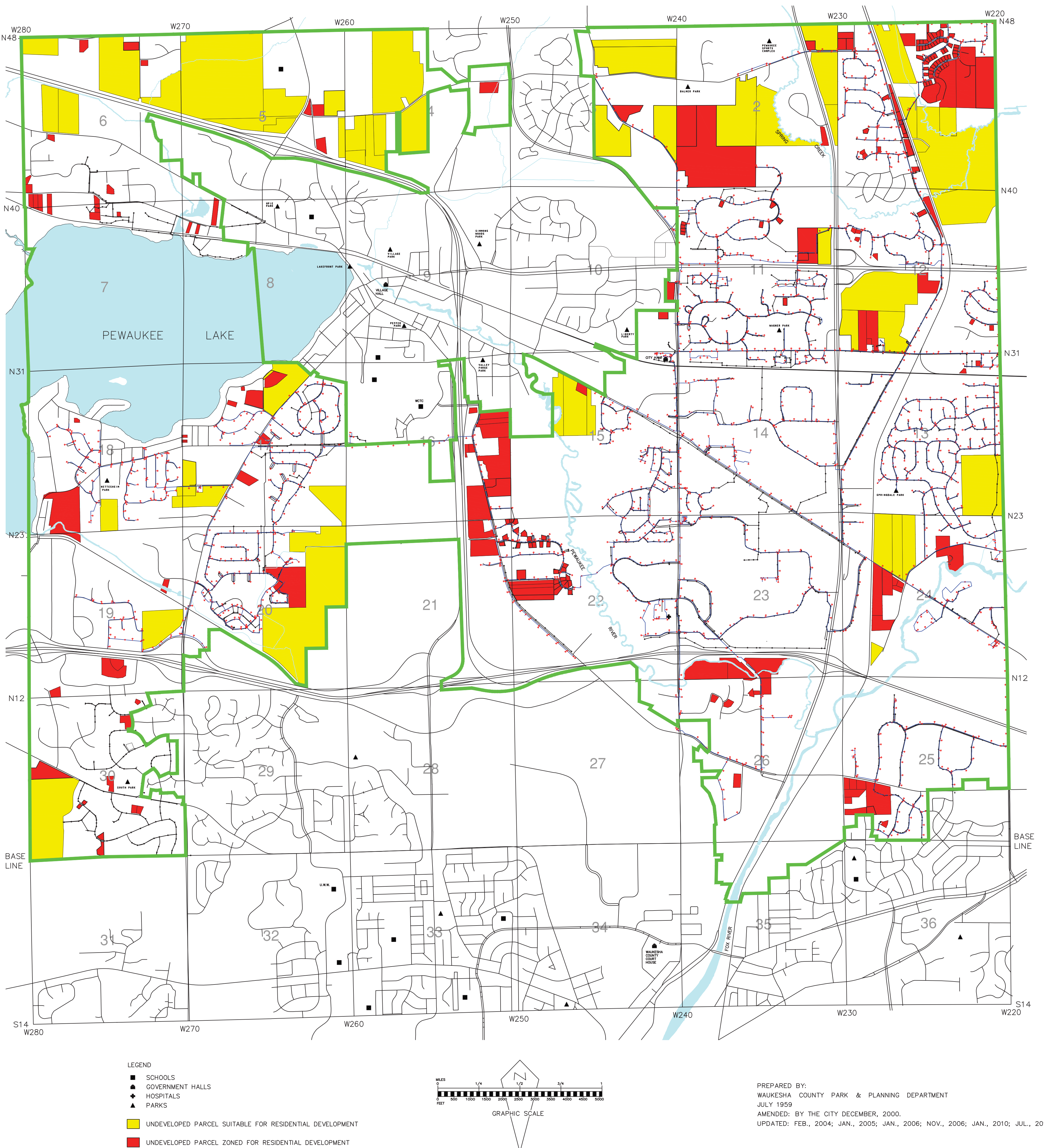
### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0865135 BOXLEAF LN PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE #1200 MILWAUKEE WI  
53203-2418 0.3251 ACRES

PWC 0865137 BOXLEAF LN LOT OWNERS OF WOODLEAF RESERVE ADDITION NO 2 N/A MILWAUKEE WI 53203-  
2418 0.3224 ACRES



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## Appendix B

### UNDEVELOPED PARCELS SUITABLE FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0886996 N/A KKN LYNDAL LLC 2640 BARTLETT DR BROOKFIELD WI 53045-1716 14.6153 ACRES

PWC 0885996004 LYNDAL RD YENCH LLC 3055 N BROOKFIELD RD BROOKFIELD WI 53045-3336 10.497 ACRES

PWC 0885996005 N47W27375 LYNDAL RD FRANCIS C DUBOIS JR AND DELILA DUBOIS N47W27375 LYNDAL RD PEWAUKEE WI 53072-1749 10.509 ACRES

PWC 0885996006 N/A YENCH LLC 3055 N BROOKFIELD RD BROOKFIELD WI 53045-3336 30.693 ACRES

PWC 0885999 N/A JOAN WINTERSBERGER AND SIEGFRIED & JOAN WINTERSBERGER TRUST W272N4642 YENCH RD PEWAUKEE WI 53072 20.874 ACRES

PWC 0886993 N43W27794 CAPITOL DR ROBERT W JANKE W224N2067 ELMWOOD DR WAUKESHA WI 53186 17.095 ACRES

PWC 0886992 N43W27722 CAPITOL DR RICHARD S LARKIN AND CAROLYN J LARKIN N43W27722 CAPITOL DR PEWAUKEE WI 53072 20.546 ACRES

PWC 0882999 N47W26699 LYNDAL RD ROBERT R WINKELMAN LIVING TRUST N47W26699 LYNDAL RD PEWAUKEE WI 53072-1120 165.338 ACRES

PWC 0883999001 W261N4399 RYAN RD GERALDINE M KRON 2007 IRREVOCABLE TRUST W261N4399 RYAN RD PEWAUKEE WI 53072 15.316 ACRES

PWC 0884988 N/A GERALDINE M KRON 2007 IRREVOCABLE TRUST W261N4399 RYAN RD PEWAUKEE WI 53072 8.599 ACRES

PWC 0881998004 W262N4403 RYAN RD WISTL MARITAL TRUST W262N4403 RYAN RD PEWAUKEE WI 53072-1851 23.325 ACRES

PWC 0881996 N44W26098 LINDSAY RD ANTHONY L LARSCHIEDT AND LEONARD K LARSCHIEDT N44W26098 LINDSAY RD PEWAUKEE WI 53072 12.014 ACRES

PWC 0884978003 N/A THOMAS SADOWSKE JR AND JODY SADOWSKE N27W27434 WOODLAND DR PEWAUKEE WI 53072 12.304 ACRES

PWC 0878999 N44W25838 LINDSAY RD EDWARD A & AUDREY M SCHULTZ REVOCABLE TRUST AND KAREN A GROSZCZYK N44W25640 LINDSAY RD PEWAUKEE WI 53072 88.8265 ACRES

PWC 0879998 N43W25911 LINDSAY RD LISA GRAVEEN N43W25911 LINDSAY RD PEWAUKEE WI 53072 14.054 ACRES

PWC 0879999001 N43W25897 LINDSAY RD AMY L HOEPER N43W25897 LINDSAY RD PEWAUKEE WI 53072 14.6588 ACRES

PWC 0879995 N43W25809 LINDSAY RD SCOTT M CAMPBELL-SCHULTZ N43W25809 LINDSAY RD PEWAUKEE WI 53072-1942 11.8502 ACRES

PWC 0878999 N44W25838 LINDSAY RD EDWARD A & AUDREY M SCHULTZ REVOCABLE TRUST AND KAREN A GROSZCZYK N44W25640 LINDSAY RD PEWAUKEE WI 53072 33.24 ACRES



## Appendix B

### UNDEVELOPED PARCELS SUITABLE FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0873998002 N45W24434 LINDSAY RD HARRY H MIEROW AND LINDSAY LAND LLC 3090 MCCOY LN  
BROOKFIELD WI 53045-3350 52.266 ACRES

PWC 0873990 W245N4730 SWAN RD WALTER BEMBENEK AND JOYCE BEMBENEK W245N4730 SWAN RD  
PEWAUKEE WI 53072 15.206 ACRES

PWC 0876997 W243N4333 SWAN RD STUCKSLAGER TRUST W243N4333 SWAN RD PEWAUKEE WI 53072  
33.713 ACRES

PWC 0876999001 W241N4268 SWAN RD JOHN P STOVER AND SUSAN C STOVER W241N4268 SWAN RD  
PEWAUKEE WI 53072 24.623 ACRES

PWC 0870998004 N45W23541 LINDSAY RD ALICE E NETTESHEIM REVOCABLE TRUST AND ROBERT P NETTESHEIM  
N45W23467 LINDSAY RD PEWAUKEE WI 53072-2034 52.637 ACRES

PWC 0869997 N/A JUSTIN J KIENAST AND KRYSTINA L KIENAST N23W27231 SHELLEY LYNN DR PEWAUKEE WI  
53072-4542 36.413 ACRES

PWC 0869999001 N/A MIEROW LINDSAY LLC AND LINDSAY ROAD LLC PO BOX 2162 BROOKFIELD WI 53008-  
2162 19.33 ACRES

PWC 0869996 N46W23075 LINDSAY RD UNIT 1 MILLER O'HERN BUSINESS PARK LLC PO BOX 651 PEWAUKEE WI  
53072-0651 26.738 ACRES

PWC 0872996 REDFORD BLVD MILLER O'HERN BUSINESS PARK LLC PO BOX 651 PEWAUKEE WI 53072-0651  
7.508 ACRES

PWC 0866998 N/A PATRICK J SCHUELE AND RONALD F SCHUELE JR 1723 SPRUCE ST GRAFTON WI 53024  
33.224 ACRES

PWC 0867996 W226N4362 DUPLAINVILLE RD JEFFREY A MIEROW 3055 N BROOKFIELD RD BROOKFIELD WI  
53045-3336 11.587 ACRES

PWC 0868994 N/A H&F PROPERTIES LLC 734 RIVER RESERVE DR HARTLAND WI 53029 121.051 ACRES

PWC 0868998 N/A PEWAUKEE SUNDER FIELDS LLC 710 N PLANKINTON AVE SUITE 1200 MILWAUKEE WI 53203  
11.273 ACRES

PWC 0868997001 W225N4250 DUPLAINVILLE RD PETER T MARZO N5833 HWY F SULLIVAN WI 53178 3.353  
ACRES

PWC 0909999004 N35W22000 CAPITOL DR GARFIELD BAPTIST CHURCH N35W22000 CAPITOL DR PEWAUKEE  
WI 53072 44.692 ACRES

PWC 0905994 W230N3655 CAPITOL DR RICHARD L BORENITSCH 320 LEANORE LN BROOKFIELD WI 53005  
11.721 ACRES

PWC 0911999 N34W22535 CAPITOL DR RICHARD L BORENITSCH AND BARBARA A BORENITSCH N34W22535  
CAPITOL DR PEWAUKEE WI 53072 61.667 ACRES

PWC 0911998002 N/A DBA WE ENERGIES WISCONSIN ELECTRIC POWER CO 231 W MICHIGAN RM A-252

## Appendix B

### UNDEVELOPED PARCELS SUITABLE FOR RESIDENTIAL DEVELOPMENT LIST

MILWAUKEE WI 53203 13.355 ACRES

PWC 0911993006 W225N3131 DUPLAINVILLE RD TRINITY ACADEMY INC W225N3131 DUPLAINVILLE RD  
PEWAUKEE WI 53072-4155 24.02 ACRES

PWC 0912982 W223N3251 SHADY LN HAROLD C LARDINOIS AND MARTIN W LAUFER SR AND MARLENE J  
LAUFER 21490 W CLEVELAND AVE NEW BERLIN WI 53146-1925 23.601 ACRES

PWC 0916997 W220N2475 SPRINGDALE RD FRIEDL ESSER REVOCABLE TRUST AND NORMAN ESSER CO LLC  
W1595 LAWLOR RD EAST TROY WI 53120-2543 58.28 ACRES

PWC 0958971 N18W22736 WATERTOWN RD JOSEPH & ELLEN GRISWOLD TRUST N18W22736 WATERTOWN RD  
WAUKESHA WI 53186 24.079 ACRES

PWC 0958990006 N18W22670 WATERTOWN RD MARINCIC FAMILY LLC N30W22121 GREEN RD WAUKESHA WI  
53186 15.455 ACRES

PWC 0958990005 NORTH AVE MARINCIC FAMILY LLC N30W22121 GREEN RD WAUKESHA WI 53186-1008  
18.352 ACRES

PWC 0959986 N/A GERALD RAETHER AND NANCY RAETHER 21420 DONESWOOD DR WAUKESHA WI 53186  
3.58 ACRES

PWC 0922989 N/A NEUMANN REVOCABLE TRUST N30W24785 WATERTOWN RD PEWAUKEE WI 53072-3915  
14.847 ACRES

PWC 0922983 N/A WILLIAM & RACHELLE KOHLER JOINT REVOCABLE TRUST N16W26543 BLUEGRASS LN UNIT A  
PEWAUKEE WI 53072 28.534 ACRES

PWC 0922987002 N29W24543 WATERTOWN RD PASDERA NO TWO LLC AND PASDERA NO 3 LLC N29W24483  
WATERTOWN RD PEWAUKEE WI 53072 8.04 ACRES

PWC 0922983 N/A WILLIAM & RACHELLE KOHLER JOINT REVOCABLE TRUST N16W26543 BLUEGRASS LN UNIT A  
PEWAUKEE WI 53072 28.534 ACRES

PWC 0929996 W262N3051 PROSPECT AVE ROBERT ELORANTA AND MARY ELORANTA N30W26451 PETERSON  
DR PEWAUKEE WI 53072-4464 31.238 ACRES

PWC 0931975 W267N2515 CARMELITE RD DISCALCED CARMELITE NUNS OF MILWAUKEE W267N2517 CARMELITE  
RD PEWAUKEE WI 53072-4528 7.887 ACRES

PWC 0931972004 N/A DISCALCED CARMELITE NUNS OF MILWAUKEE W267N2517 CARMELITE RD PEWAUKEE  
WI 53072 4.38 ACRES

PWC 0931972 W268N2433 MEADOWBROOK RD RICHARD CARR AND JOANNE BRAAM W268N2433  
MEADOWBROOK RD PEWAUKEE WI 53072 18.961 ACRES

PWC 0931972 W268N2433 MEADOWBROOK RD RICHARD CARR AND JOANNE BRAAM W268N2433  
MEADOWBROOK RD PEWAUKEE WI 53072 18.961 ACRES

PWC 0936987 N25W27428 OAK ST DALE OPAT N25W27428 OAK ST PEWAUKEE WI 53072 13.225 ACRES

## Appendix B

### UNDEVELOPED PARCELS SUITABLE FOR RESIDENTIAL DEVELOPMENT LIST

PWC 0932151002 N/A MATT D RABE AND ANN E RABE 10017 N LAKESHORE DR MEQUON WI 53092 20.006 ACRES

PWC 0941994007 N/A MARLENE FADROW CAREW 26922 HONEYMOON AVE LEESBURG FL 34748-9127 24.866 ACRES

PWC 0944994 N12W26506 GOLF RD VARIN-WILLOW RUN LLC 430 PARK AVE STE 2A HIGHLAND PARK IL 60035-2635 144.287 ACRES

PWC 0940999001 N/A ROBERT J STENZ FAMILY TRUST 2371 JACOB ROW LAKE HAVASU CITY AZ 86404-9536 28.274 ACRES

PWC 0983999002 N/A SECULAR INSTITUTE OF SCHOENSTATT SISTERS W284N404 CHERRY LN WAUKESHA WI 53188 74.554 ACRES

## Appendix C

STATE OF WISCONSIN

CITY OF PEWAUKEE

WAUKESHA COUNTY

### RESOLUTION 19-12-24

#### A RESOLUTION TO ESTABLISH A PERMIT FEE SCHEDULE FOR 2020 FOR THE CITY OF PEWAUKEE PURSUANT TO SECTIONS 62 AND 236 OF WISCONSIN STATUTES

**WHEREAS**, the City of Pewaukee Common Council has created a City Code of Ordinances; and

**WHEREAS**, the City of Pewaukee requires certain fees for services provided by the city as currently outlined in the sections of the Municipal Code. From time to time, these fees for such approved activities within the City may be modified by the City Common Council by resolution; and

**WHEREAS**, the City Common Council has an obligation to the taxpayers in the City of Pewaukee to establish fair fees, cash bonds, and letters of credit requirements to offset the services and actual cost of City employees for review and inspection; and

**WHEREAS**, the City Common Council wishes to create for the benefit of property owners and citizens, by this resolution, a full schedule of fees, cash bonds, and letters of credit related to the aforementioned activities that will be reviewed on an annual basis.

**NOW THEREFORE**, the Common Council of the City of Pewaukee, **DOES HEREBY RESOLVE AS FOLLOWS**:

#### **I. ADMINISTRATIVE PERMITS AND FEES**

<b>A. HOTEL, ENTERTAINMENT AND ALCOHOLIC BEVERAGE LICENSES</b>	
1. Hotel license (§11.04)	No Charge
2. Class A Beer license (§11.01)	\$100.00 / year or fraction thereof
3. Class A Liquor license (§11.01)	\$500.00 / year or fraction thereof
4. Class B Beer license (§11.01)	\$100.00 / year or fraction thereof
5. Class B Liquor license (§11.01)	\$500.00 / year or fraction thereof
6. Class C Wine license (§11.01)	\$100.00 / year or fraction thereof
7. Temporary Class B license (§11.01)	\$10.00
8. Partial Year Licensing fee (§11.01)	\$25.00 / year Minimum
9. Reserve Alcohol Beverage Sales license (§11.01)	\$10,000.00 (one-time fee)
10. Petition for Appeal of Suspension/Revocation of Operators license (§11.01)	\$100.00
11. Change of Agent (§11.01)	\$10.00
12. Publication Fee (§11.01)	Actual cost (to be billed)
13. Original Bartenders license (§11.01)	\$30.00 / year
14. Renewal of Bartenders license (§11.01)	\$25.00 / year
15. Provisional Bartenders license (§11.01)	\$10.00 / year
16. Temporary Bartenders license (§11.01)	\$10.00 / year
17. Replacement Bartender license (§11.01)	\$5.00
18. Outdoor Entertainment (§11.02)	\$30.00 / year
19. Cigarette license (§11.13)	\$100.00 / year
20. Amusement Device license (§11.03)	\$10.00 / device/year
21. License for Adult-Oriented Establishment (§11.12)	\$500.00 / year
22. Background Investigation Fee for Establishment (§11.12)	\$75.00 / year

23. Name Change Fee for Adult-Oriented Establishment (§11.12)	\$500.00 / year
24. License for Employees of Adult-Oriented Establishment (§11.12)	\$50.00 / year
25. Background Investigation Fee for Employee License (§11.12)	\$60.00 / year
26. Escort or Escort Service License (§11.10)	
➤ Initial	\$250.00 / year
➤ Renewal	\$250.00 / year
➤ Late Renewal Penalty (in addition to renewal fee)	\$100.00 / year
<b>B. DOG LICENSES</b>	
1. Dog license (§11.05)	
➤ Spayed/Neutered	\$12.00 / year
➤ Not spayed/neutered	\$17.00 / year
2. Late Payment penalty (§11.05)	\$5.00 April 1 <sup>st</sup> or Later
3. Commercial Kennel license (3 or more dogs) (§11.05)	\$45.00 / year after Plan Commission Approval
4. Hobby Kennel license (4 or more dogs) (§11.05)	\$35.00 / year after Plan Commission Approval
5. Replacement Tag	\$1.00 each
<b>C. OTHER ADMINISTRATIVE LICENSES/FEES</b>	
1. Peddler License Application (§11.06)	\$10.00 investigation fee
	\$20.00 / per day; \$100.00 / per week
	\$250.00 / per month; \$1,000 per year
2. Special Event Permit ( <i>Required if more than 150 people</i> ) (§11.07)	
➤ Class I Event*	\$300.00 / per day
➤ Class II Event	\$150.00 / per day
➤ Electrical Inspection	\$60.00 / per inspection
➤ EMS Service (ambulance on site)	\$250.00 / per hour
➤ Barricades	
○ Up to 6 barricades	\$35.00
○ Over 6 barricades	\$70.00
➤ Fireworks Permit (§6.13)	No Charge, State & Local Permit Required
➤ Garbage Cans (55 gallon)	\$5.00 per garbage can
➤ Park Rental Permit	To Be Determined by Joint Park/Rec Board
➤ Pre-event Safety Inspection	\$75.00 per hour
➤ Security Deposit	\$200.00 per day, additional if using a park facility
➤ Temporary Bartender License	\$10.00
➤ Temporary Class B (Picnic) Beer & Wine Licenses	\$10.00
➤ Tent Inspection	\$31.65 if under 2500 sq. ft.; per tent / per inspection
➤ Fee for Filing of Application less than 90 days from date of event / Failure to File Application Non-Residential	\$500.00 plus permit costs
*With regard to Class I events that are held over a period in excess of five days, the Common Council may limit the total assessment of the daily fee to five days upon a showing that the impact on City services justifies the reduction	

3. Copy Charge	
➤ Photocopy	
○ Less than 11" x 17"	.10¢ per page plus tax
○ 11" x 17"	.25¢ per page plus tax
○ Larger than 11" x 17"	\$5.00 per page plus tax
➤ CD	\$10.00 minimum per disk/CD plus staff time (No outside media will be accepted)
4. NSF or Overdraft charge	\$29.00
5. Burning permit (§4.16)	No Charge
6. Fireworks permit (§6.13)	No Charge
7. Maps - Zoning, School District, Aldermanic District	\$10.00 each
8. Street Atlas Map	\$1.00 each
9. Special Assessment Letter (Completion in 3 to 5 business days)	\$50.00 (split 50/50 with Water/Sewer)
10. Charges/Fees for Pilgrim's Rest Cemetery (§20)	
➤ Grave Site	
○ Resident	\$400.00* plus \$500 / site opening/closing charge
○ Non-resident	\$600.00* plus \$500 / site opening/closing charge
➤ Crematory Niche (includes bronze plaque)	
○ Resident	\$710.00* plus \$125 / site opening/closing charge
○ Non-resident	\$810.00* plus \$125 / site opening/closing charge
➤ Opening/Closing on weekends & City-recognized holidays or any time outside normal business hours	\$500.00 / Site Additional Charge
* Prices include Perpetual Care: Two-thirds (2/3) of the fee for every full size site sale shall be allocated to the perpetual care fund. One-half (1/2) of the fee for every columbarium site sale is allocated to the perpetual care fund.	
11. Special Meeting with Common Council	\$500.00

## **II. BUILDING/CONSTRUCTION/DEVELOPMENT FEES AND CHARGES**

Re-Inspection Fee for Inspections that are scheduled but not ready for inspection and require return inspection(s)	\$75.00 / inspection
<b>A. RESIDENTIAL BUILDING PERMITS/FEES - (Chapter 14 and Chapter 17)</b>	
1. State Seal	\$43.00
2. New Residential Building & Additions	
➤ Finished Areas & Garages	Base/Plan Review Fee \$275.00 plus .35¢ / sq. ft. / floor
➤ Unfinished areas – attached decks, porches, basement, crawl spaces.	Base Fee \$275.00 plus .25¢ /sq. ft. / floor
3. Detached Accessory Buildings or Structures	Base Fee 120.00 plus .25¢ / sq. ft. / floor

4. Remodel and Alteration to Residential Buildings	Base Fee \$150.00 plus .30¢ / sq. ft.
5. Early Start	\$150.00
6. Occupancy Certification Unit for New Residential Building & Additions	\$ 60.00
7. Erosion Control (Sites of less than 1.0 acres and a storm water management plan is not required)	.05¢ / square foot of all estimated disturbed land surface – Minimum \$50.00, maximum \$2,000.00
8. Impact Fee – Also Zoning Ordinance §17.0302	
Total Residential Impact Fees \$953.00	
Total Non-Residential Impact Fees .24¢ per square foot	
➤ Impact Fee to be used for Parks, Playgrounds and Athletic fields:	
○ Residential buildings:	\$561.00/ dwelling unit
➤ Impact Fee to be used for Fire and Rescue facilities:	
○ Non-residential buildings:	.03¢ / square foot
○ Residential buildings:	\$30.00 / dwelling unit
➤ Impact Fee to be used for Hike/Bike Trails:	
○ Non-residential buildings:	.12¢ / square foot
○ Residential buildings:	\$362.00 / dwelling unit
9. Garbage Collection/Recycling Rate (\$6.145)	\$150.00 per unit <u>for applicable properties</u>
➤ Up-the-Drive Service – Additional Subscription Rate (Residents can apply for Special Hardship if Handicapped or Disabled)	\$21.81/ per month
10. Minimum Permit Fee for All Permits & Inspections	\$60.00
<b>B. NON-RESIDENTIAL BUILDING PERMITS - (Chapter 14 &amp; 17)</b>	
1. New Buildings/Additions	
➤ Unfinished Areas/Warehouse Areas, Shells	Base/Plan Review Fee \$400.00 plus .25¢ / sq. ft. / floor
➤ Finished Areas, Office, Retail, etc.	Base/Plan Review Fee \$400.00 plus .35¢ / sq. ft.
2. Remodel/Alterations/Build-outs	Base/ Plan Review Fee \$250.00 plus .30¢ / sq. ft.
3. Detached Accessory Building and/or Structures	Base/ Plan Review Fee \$200.00 plus .25¢ / sq. ft. / floor
4. Agricultural Buildings and Additions	.25¢ / square foot minimum \$100.00 per item B.1.
5. Early Start	\$300.00
6. Occupancy Certification	\$100.00 for whole building
7. Erosion Control (Sites of less than 1.0 acres and a storm water management plan is not required)	.05¢ / square foot of all estimated a storm water management plan is not required) disturbed land surface minimum \$75.00 – maximum \$2,000.00
8. Minimum Permit Fee for All Permits & Inspections	\$100.00
<b>C. PLUMBING PERMITS – (Chapter 14)</b>	
1. GENERAL	



➤ 1 & 2 Family New Building Base Fee	\$125.00 each
➤ 1 & 2 Family Addition Base Fee	\$75.00 each
➤ 1 & 2 Family Alteration Base Fee	\$50.00 each
➤ 3 or More family Residential Building New/Additions Base Fee	\$150.00 plus \$5.00 per unit
➤ Non-Residential/Commercial Building New Or Addition Base Fee	\$250.00 each
➤ Non-Residential/Commercial Building Alteration Base Fee	\$125.00 each
<b>2. WATER SYSTEM</b>	
➤ Water Service Lateral	\$60.00 / inspection
➤ Back Flow Device – Fire, R.P. Valves, etc.	\$60.00 / inspection
➤ Water Distribution System (domestic)	\$60.00 / inspection
<b>3. SANITARY SYSTEM</b>	
➤ Sanitary Sewer Lateral	\$60.00 / inspection
➤ Sanitary Building Drain Underground - Interior	\$60.00 / inspection
➤ Sanitary Drain & Vent System - Interior	\$60.00 / inspection
<b>4. STORM SEWER SYSTEM</b>	
➤ Storm Sewer Lateral	\$60.00 / inspection
➤ Sewer Drain System – Interior	\$60.00 / inspection
<b>5. PLUMBING FIXTURES</b>	
➤ All plumbing fixtures including, but not limited to, faucets, lavatories, toilets, tubs, AAV's, dishwashers, hose bibs, etc.	\$12.00 / fixture
<b>6. MISCELLANEOUS PLUMBING</b>	
➤ Gas Piping Inspections	\$60.00 / inspection
➤ Private Well Inspection – Inspection or Abandonment	\$60.00 / inspection
➤ Fire Suppression – Check Valves	\$60.00 / inspection
7. Minimum Permit Fee All Permits	Residential: \$60.00 / Inspection Commercial:\$100.00 / Inspection
<b>D. ELECTRICAL PERMITS – (Chapter 14)</b>	
<b>1. GENERAL</b>	
➤ All Building Types – New Buildings & Additions	\$100.00 base fee plus .07¢ / square foot / floor not including electric service
➤ Alterations - Residential	Residential \$120.00 base fee
➤ Alterations - Commercial	Commercial \$50.00 base fee plus .07¢ per sq. ft.
➤ Services & Feeders	\$75.00 first 200 amps, \$10.00 per 100 amps above 200 amps
➤ Low Voltage-Multi-Family & Non- Residential Buildings	\$50.00 plus .01¢ / square foot
➤ Minimum Permit Fee All Permits	Residential: \$60.00 / Inspection Commercial:\$100.00 / Inspection
<b>E. HEATING, VENTILATION AND AIR CONDITIONING (HVAC) PERMITS (Chapter 14)</b>	
<b>1. GENERAL</b>	
➤ Commercial Buildings - New Buildings, Additions & Alterations	\$50.00 base fee plus .05¢ / square foot / floor
➤ Residential Buildings – New Buildings and Additions	\$50.00 base fee plus .05¢ / square foot / floor

➤ Residential Buildings – Alterations	\$60.00 / inspection
➤ New Furnace unit, additions or replacements	\$60.00 / unit
➤ New A/C unit, additions or replacements	\$60.00 / unit
➤ Fireplaces, Wood burning Appliances	\$60.00 each
➤ Commercial Exhaust Units	\$150.00 first unit, \$ 25.00 each additional unit
➤ Commercial Application / Review – New or additions to commercial buildings	\$75.00
➤ Minimum Permit Fee All Permits	Residential: \$60.00 / Inspection Commercial: \$100.00 / Inspection
<b>F. CONSTRUCTION SITE EROSION CONTROL PERMITS - (Chapter 19)</b>	
1. GENERAL	
➤ For sites less than 1.0 acre of disturbance or 15 or less cubic yards of fill or excavation, a storm water management plan or permit is not required.	See sections II.A. and II.B. of this resolution.
➤ For sites disturbing more than 1.0 acres or more than 15 cubic yards of fill, or requiring a Notice of Intent (NOI), or requiring a storm water management plan.	\$50.00 base fee plus a fee equal to the actual cost to the City for all work incurred in connection with the review of the submittal or as otherwise specified in a developers agreement
2. LETTER OF CREDIT OR CASH BOND*	
➤ For sites less than 1.0 acre of disturbance or 15 or less cubic yards of fill or excavation, a storm water management plan is not required.	See sections II.A. and II.B. of this resolution.
➤ For sites disturbing 1.0 to 10.0 acres or more than 15 cubic yards of fill or excavation, requiring a Notice of Intent (NOI), or requiring a storm water management plan.	\$2,000.00, or as otherwise specified in a developer's agreement.
➤ For sites disturbing 10.1 to 25.0 acres, requiring a Notice of Intent (NOI), or a storm water management plan.	\$3,500.00, or as otherwise specified in a developers agreement.
➤ For sites disturbing in excess of 25.0 acres, requiring a Notice of Intent (NOI), or requiring a storm water management plan.	\$5,000.00, or as otherwise specified in a developers agreement.
<b>G. STORM WATER MANAGEMENT - (Chapter 19)</b>	
1. GENERAL	
➤ For sites less than 1.0 acre of disturbance <u>or 15 or less cubic yards of fill or excavation</u> , a storm water management plan is not required.	See sections II.A. and II.B. of this resolution.
➤ For sites disturbing in excess of 1.0 acres <u>or 15 cubic yards of fill or excavation</u> , requiring a Notice of Intent (NOI), or requiring a storm water management plan.	\$50.00 base fee plus a fee equal to the actual cost to the City for all work incurred in connection with the review of the submittal or as otherwise specified in a developers agreement.
2. LETTER OF CREDIT OR CASH BOND*	

➤ For sites less than 1.0 acre of disturbance - storm water management plan is not required.	See sections II.A. and II.B. of this resolution.
➤ For sites disturbing in excess of 1.0 acres, requiring a Notice of Intent (NOI), or requiring a storm water management plan.	As set forth in Sections or as otherwise specified in a developers agreement.
<b>*PLEASE NOTE:</b> ALL OR PART OF CASH PERFORMANCES BONDS MAY BE REIMBURSED IF NO COST HAS BEEN INCURRED BY THE CITY. EROSION BONDS SHALL BE FORFEITED IF COMPLAINT IS NOT MET WITHIN 12 MONTHS OF OCCUPANCY.	
<b>H. MISCELLANEOUS BUILDING/STRUCTURE FEES</b>	
1. GENERAL	
➤ Razing of Res Buildings / Interior	\$200.00
➤ Razing of Accessory Buildings > 180 sq. ft.	\$75.00
➤ Razing of Commercial Buildings / Interior	\$300.00
➤ Moving of Buildings > 180 sq. ft. (Submit bond plus proof of insurance)	\$300.00
➤ Miscellaneous Permits – minor repairs	\$60.00 / inspection
➤ Re-inspections	\$60.00
➤ Special Inspections	\$100.00, \$80.00 / hour
➤ Pools – above ground pools	\$100.00
➤ Pools – in-ground pools	\$150.00
➤ Re-roofing or Residing	\$60.00
➤ Erosion Control – Development Major Land Division > 5 lots	\$500.00
➤ Development Minor Land Division < 5 lots	\$200.00
➤ Misc. Land Division over 2000 sq. ft.	\$100.00
➤ Foundation repairs/damp proofing	\$100.00
➤ Filling Permit (§6.10(4))	\$100.00
➤ Culverts	\$150.00
<b>PLEASE NOTE:</b> A MINIMUM CHARGE OF UP TO \$500.00 OR TRIPLE THE PERMIT FEE< WHICHEVER IS GREATER, MAY APPLY IF WORK IS BEGUN WITHOUT A PERMIT. <ul style="list-style-type: none"> <li>• A Minimum Permit Fee is \$60.00 per inspection unless otherwise stated.</li> <li>• Building square footage calculations shall include all floor levels, crawl spaces, basements, open and closed porches. The measurement shall be outside perimeter dimensions.</li> <li>• Accessory <u>structures</u> are structures without roofs and walls such as decks.</li> <li>• Accessory <u>buildings</u> are structures with roofs and/or walls such as gazebos, sunrooms, porches, garages, and sheds.</li> <li>• Applicable City impact fees will be assessed at time of building permit application.</li> </ul>	

### **III. PLANNING REVIEW AND ZONING ADMINISTRATION**

<b>A. ZONING - (Chapter 17)</b>	
1. Zoning ordinance or district map amendment	\$400.00 plus Cost for Publication, Notice & All Attorney Fees Related to Project

2. Conditional Use Permit	\$400.00 plus Cost for Publication, Notice & All Attorney Fees Related to Project
3. Zoning Board of Appeals	\$400.00 plus Cost for Publication, Notice & All Attorney Fees Related to Project
4. Special Meeting with Plan Commission	\$500.00
5. Signs ( <u>requiring a permit</u> )	\$50.00 plus \$2.00 / square foot – Maximum \$500.00 (electric permit not included)
6. Zoning Permit (Fences/Sheds/Patio Slabs/Gazebo/Play Structures/Driveway & Other as determined by the Building Inspector	\$75.00
7. Zoning Compliance Letter *	\$50.00
*Additional Fee for Processing Letter to be Available within two business days	\$25.00
8. Lot Line Adjustment, Lot Split	\$250.00
9. Business Plan of Operations	\$100.00
10. Site or Building Plan Review by Plan Commission	\$500.00
11. Site or Plan Amendment Review by Plan Commission	\$250.00
12. Site or Building Plan Review by Staff	\$75.00
13. Conceptual Review Application	\$200.00
<b>B. LAND DIVISION - (Chapter 18)</b>	
1. Preliminary Plat	\$750.00 plus \$20.00 for each proposed lot or parcel created
2. Final Plat	\$350.00 plus \$10.00 for each proposed lot or parcel created
3. Final CSM with No Public Facilities	\$200.00 plus \$10.00 for each lot or parcel created
4. Final CSM with Public Facilities	\$350.00 plus \$10.00 for each lot or parcel created
5. Replat	Same as final plat
<b>C. CASH PERFORMANCE BONDS*</b>	
1. Occupancy Cash Bond – Residential	\$500.00
2. Occupancy Cash Bond – Commercial	\$2,500.00
3. Erosion Cash Bond - 1 & 2 Family	\$2,000.00
4. Erosion Cash Bond – Commercial & Other Construction	\$5,000.00
5. Erosion Cash Bond – Major Land Division – Plats, Subdivisions	\$4,000.00
6. Erosion Cash Bond – Minor Land Division – (CSM) Less than 6 parcels	\$2,500.00
<b>*PLEASE NOTE:</b> ALL OR PART OF CASH PERFORMANCES BONDS MAY BE REIMBURSED IF NO COST HAS BEEN INCURRED BY THE CITY. EROSION BONDS SHALL BE FORFEITED IF COMPLIANCE IS NOT MET WITHIN 12 MONTHS OF OCCUPANCY.	

## **IV. FIRE/RESCUE EMERGENCY FEES/CHARGES**

<b>A. FIRE/RESCUE CALL CHARGES – (\$4.19)</b>	
1. ALS1 (Advanced Life Saving) Emergency Rescue Charge	

➤ Resident	\$1,050.00
➤ Non-Resident	\$1,100.00
2. ALS2 (Advanced Life Saving) Base Rate	
➤ Resident	\$1,050.00
➤ Non-Resident	\$1,150.00
3. ALS (Advanced Life Saving) On Scene Care	
➤ Resident	\$300.00
➤ Non-Resident	\$400.00
4. BLS (Basic Life Saving) Rescue Charge	
➤ Resident	\$700.00
➤ Non-Resident	\$800.00
5. BLS (Basic Life Saving) On Scene Care	
➤ Resident	\$200.00
➤ Non-Resident	\$250.00
6. Mileage Charge for Rescue	\$25.00
7. Supply Charge for Rescue	\$100.00
8. Drugs/IV Charge for Rescue	\$100.00
<b>B. FIRE ALARM ACTIVATION CHARGE - (§4.12)</b>	
False Alarm Activations within Calendar Year	
➤ First False Alarm Activation	No Charge
➤ Second or Third False Alarm Activations	\$350.00 each
➤ Four or More False Alarm Activations	\$750.00 each
<b>C. INSPECTION AND SPECIAL SERVICES – (§4.17)</b>	
1. Storage Tank Installation/Relining	
➤ Plan review	\$175.00
➤ 2 <sup>nd</sup> thru 10 <sup>th</sup> system	\$60.00 each
➤ Component	\$100.00 each (\$150.00 max)
➤ Site inspection	\$100.00 / each tank system or component
➤ Relining (includes Inspection Fee)	\$150.00 /tank
➤ New Construction/Conversion to Self-service Key card Code	\$135.00 / tank
2. Storage Tank Upgrade for Leak, Spill, Corrosion, & Overfill Protection	
➤ Plan review	\$35.00 / tank
➤ Site inspection	\$100.00 / tank
➤ Plan revision review	\$100.00
➤ UST/AST removal inspection	\$150.00 / tank
<b>D. UNIFORM FEE STRUCTURE FOR FIRE APPARATUS RESPONSE ON STATE AND FEDERAL HIGHWAYS – (§4.25)</b>	
1. Engine Company (minimum staffing 3)	\$558.00 / hour
2. Ladder Company (minimum staffing 3)	\$742.00 / hour
3. Tanker (minimum staffing 1)	\$369.00 / hour
4. Ambulance Other (minimum staffing 2)	\$184.00 / hour
5. Ambulance BLS (minimum staffing 2)	\$250.00 / hour
6. Ambulance ALS (minimum staffing 3)	\$350.00 / hour
7. Other Apparatus	\$184.00 / hour
8. Command Vehicle	\$250.00 / hour

<b>E. SPRINKLER SYSTEMS – (§4.15)</b>	
1. Basic Fire Sprinkler/Alarm Plan Review Fee	\$325.00
2. Fire Sprinkler with Fire Pump	\$475.00
3. Fire Sprinkler Plans Review with Hydraulic Calculations	\$275.00
4. Fire Sprinkler Hydraulic Calculations – Verification Only	\$185.00
5. Each Additional Review of the Same System	\$185.00
6. Site Inspection of Fire Sprinkler Installations during Installation	\$225.00 / visit
7. Witness Final Acceptance Tests of Fire Sprinkler Systems	\$225.00 / visit
8. Small Additions and Changes	\$175.00
9. Small Additions and Changes under 20 heads	\$175.00
<b>F. FIRE INSPECTION OF COMMERCIAL STRUCTURES (TWO PER YEAR) – (§4.22)</b>	
All buildings that fall under the Wisconsin Commercial Code shall be assessed a charge based on the square footage of the building (square footage is the total floor area of any building or structure):	
1. Up to 2,500 square feet	\$31.65
2. 2,501 to 5,000 square feet	\$47.44
3. 5,001 to 10,000 square feet	\$94.82
4. 10,001 to 25,000 square feet	\$189.67
5. 25,001 to 50,000 square feet	\$379.28
6. 50,001 to 100,000 square feet	\$758.56
7. 100,001 square feet and over	\$1,517.12
8. Residential Multi-Family Structures	\$12.00 / per unit

## **V. LAW ENFORCEMENT**

<b>A. False Alarms (excluding Fire Alarms)</b>	
➤ First three (3) False Alarms	No Charge
➤ Fourth False Alarm	\$70.00 plus court costs
➤ Fifth False Alarm	\$100.00 plus court costs
➤ Sixth and Subsequent False Alarms	\$150.00 plus court costs
<b>B. Winter Parking Restrictions (§5.09)</b>	
➤ Improper Parking; No Parking Zone; Parked On Private Property; No Boat Launch Permit; And Other Violations	\$20.00
➤ Parked at Fire Hydrant; Parked in Handicapped Zone	\$100.00
<b>C. Pewaukee Lake (§21.01 &amp; §21.02)</b>	
➤ Launch Fee	\$7.00 / each launch
➤ Seasonal Launch Permit	\$50.00 plus tax
➤ Permit for Summer Recurrent and Lake Activities	\$20.00 / per year
➤ Permit for Winter Recurrent Activities	\$20.00 / per year
<b>D. Forfeiture Amount for Violations Regarding E 9-1-1 Calls (§6.15)</b>	
➤ First three unintentional E 9-1-1- Calls	No Charge
➤ Fourth unintentional E 9-1-1 Call	\$70.00 plus court costs
➤ Fifth unintentional E 9-1-1 Call	\$100.00 plus court costs
➤ Sixth and subsequent unintentional E 9-1-1 Calls	\$150.00 plus court costs
<b>E. Municipal Court Costs Assessed on Each Citation (§23.09(2))</b>	
	\$38.00
<b>F. Community Police Program</b>	
	\$6.00 - \$10.00 / program / occurrence for Non-Residents
<b>G. Violation of Watercraft Launch Restrictions (§21.06)</b>	
➤ First Occurrence	\$1,000.00 plus court costs

➤ Second and Subsequent Occurrences	\$2,000.00 each plus court costs
H. Escort Without License (§11.10)	\$500.00 plus court costs

## **VI. PARKS DEPARTMENT FEES & CHARGES\***

A. BUILDING RESERVATIONS					
	Resident	Non-Resident	Business Resident	Business Non-Resident	Deposit
Wagner	\$30.00 / hour	\$60.00 / hour	\$50.00 / hour	\$180.00 / hour	\$200.00
Nettesheim	\$20.00 / hour	\$40.00 / hour	\$40.00 / hour	\$160.00 / hour	\$200.00
South	\$20.00 / hour	\$40.00 / hour	\$40.00 / hour	\$160.00 / hour	\$200.00
Balmer	\$50.00 / day	\$100.00 / day	\$85.00 / day	\$430.00 / day	\$200.00
B. PICNIC AREA RENTALS					
	Resident	Non-Resident	Business Resident	Business Non-Resident	Deposit
50 people	\$50.00	\$150.00	\$100.00	\$400.00	\$100.00
100 people	\$70.00	\$210.00	\$140.00	\$600.00	\$100.00
200 people	\$125.00	\$375.00	\$250.00	\$1,000.00	\$200.00
C. FIELD USE FEES AND FEES FOR SPORTS COMPLEX					
Security deposits will range from \$300.00 -\$500.00 dependent upon portions of park					
Single Ball Diamond					
➤ Un-prepped				\$15.00 resident / \$20.00 non-resident per hour	
➤ Prepped				\$25.00 resident / \$30.00 non-resident per hour	
Single Soccer Field					
➤ Up to U8 size				\$10.00 resident / \$15.00 non-resident per hour	
➤ Size U8 & over				\$15.00 resident / \$20.00 non-resident per hour	
Sports Complex					
➤ Ball Diamond fees				See Single Ball Diamond	
Single Soccer Field fee				See Single Soccer Field	
Entire Soccer Side for a day				\$1,400.00 resident / \$2,100.00 non-resident	
Concession Stand				\$500.00 for a day tournament otherwise \$50.00 per hour	
* - Does not include individual recreation programs/project fees					

## **VII. PUBLIC WORKS FEES AND CHARGES**

A. Public Street/Highway Opening Permit (§10.05)	\$50.00
B. Sewerage Sludge Disposal Permit (§9.07)	\$300.00 per site / year
C. Holding Tank Deposit (§9.08)	
➤ Residential	\$500.00
➤ Commercial or Industrial	\$1,000.00



➤ Commercial or Industrial Dispensing Food	\$1,500.00
D. Noxious Weed Abatement	All Labor Costs (at the minimum of 2 hours) & Equipment Costs

## **VIII. WATER/SEWER FEES AND CHARGES**

As outlined in the Municipal Code, Reserve Capacity Assessments (RCA) are area assessment being served by the reserve capacity of the system. Additionally special assessments may be levied against properties for sanitary sewer or water infrastructure. A detailed fee schedule for RCS and other special assessments is available from the Water/Sewer Utility.

## **IX. STORM WATER UTILITY**

As outlined in the Municipal Code, the City has adopted a Storm Water Utility for the entire City. Properties with at least 267 square feet of impervious surface are subject to an annual Storm Water Utility Fee of \$120.00 per Equivalent Runoff Unit.

### **SECTION 2: SEVERABILITY.**

The several sections of this resolution are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the resolution. The remainder of the resolution shall remain in full force and effect. Any other resolutions whose terms are in conflict with the provisions of this resolution are hereby repealed as to those terms that conflict.

### **SECTION 3: EFFECTIVE DATE.**

This resolution shall take effect January 1<sup>st</sup>, 2020.

Dated this 2<sup>nd</sup> day of December, 2019.

CITY OF PEWAUKEE

\_\_\_\_\_  
Steve Bierce, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Tarczewski, Clerk/Treasurer

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 9.**

**DATE:** December 16, 2019

**DEPARTMENT:** PW - Water/Sewer

**PROVIDED BY:** Maggie Wagner & Jane Mueller

***SUBJECT:***

Discussion and Possible Action to Award the 2019 Sanitary Sewer Rehabilitation Contract for Rockwood Drive and Busse Road to the Lowest Qualified Bidder [Wagner / Mueller]

***BACKGROUND:***

Through our annual cleaning and televising contracts, it has been brought to our attention that several sections of sanitary sewer pipe in Rockwood Drive and Busse Road have cracks along the top of the pipe. During the time of this development, a type of PVC pipe called A2000 was utilized which is a cheaper alternative to our standard SDR 35 pipe. At this time, it does not appear the pipe shape is changing and there is not a significant amount of Infiltration and Inflow (I&I). However, the concern of a pipe failure and I&I is high for these sections of pipe. To address these failures, we reviewed two options: relaying the pipe or lining the pipe. The lining project would be the most cost effective project to repair the failure as we do not have excavate the surrounding soil to remove and replace the sections of pipe and bypass the existing sewage flows. The lining will create a new pipe within the confines of the existing pipe. Lining of the pipe will reduce the capacity of the pipe slightly, but the pipe will have sufficient capacity after the lining to carry the existing flows. The lining will also require bypassing of the existing sewage flows, however for a significantly reduced time as compared to replacement. The lining is the more cost effective solution with little impacts to the system. Therefore, we bid the lining of the failing pipe sections.

***FINANCIAL IMPACT:***

The 2019 Budget included \$290,000 for this project. We would seek the Common Council approval to carry over these funds to 2020 for this contract.

***RECOMMENDED MOTION:***

Award the 2019 Sanitary Sewer Rehabilitation Contract for Rockwood Drive and Busse Road to the lowest qualified bidder, ?????, in the amount of \$\$\$\$\$ and to carry the 2019 funds for this project to 2020.

**ATTACHMENTS:**

Description  
R&M Recommendations

December 16, 2019

Mrs. Jane Mueller  
Utility Supervisor  
City of Pewaukee  
W240 N3065 Pewaukee Road  
Pewaukee, WI 53072

Re: Rockwood Drive and Busse Road  
2019 Sanitary Sewer Rehabilitation

Dear Ms. Mueller:

Bids for the above project were opened on December 12, 2019 at 10:00 A.M. at the Pewaukee City Hall and were as follows:

	<b>BIDDER</b>	<b>BASE BID</b>	<b>MANDATORY ALTERNATE 1</b>	<b>MANDATORY ALTERNATE 2</b>
1.	Visu-Sewer, Inc.	\$97,641.75	\$5,830.00	\$6,930.00
2.	Insituform	\$124,253.60	\$8,225.00	\$9,777.00
3.	National Power Rodding Corporation	\$253,200.00	\$13,780.00	\$16,380.00

We reviewed the documentation submitted by the apparent low bidder and found that:

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder, nor to the proposed major subcontractors.
3. Low bidder has successfully completed similar projects.

On these bases, we recommend that Visu-Sewer, Inc. be awarded the Rockwood Drive and Busse Road 2019 Sanitary Sewer Rehabilitation contract in the amount of \$99,091.75, which deletes Bid Items 4 and 7 and adds Mandatory Alternate Items MA-1 and MA-2. This amount is based on the bid unit prices and estimated quantities. Actual quantities, and therefore the final contract price, may vary. On all construction projects, unpredictable factors may increase the final contract amount. For this reason, we recommend that the City of Pewaukee include a 10 percent contingency when preparing the financial plan for this work.

Our review did not include an evaluation of bidder's current financial condition nor of their permanent safety program.

Should you decide to accept our recommendation, we have prepared the enclosed Notice of Award for your use. After Common Council approval has been received, please have the appropriate official sign where indicated and forward all three signed copies of the Notice of Award to our office. We will then fill in the date at the top of page one and forward it, with contracts for execution, to the Contractor. One fully completed Notice of Award will be returned to you for your records.

Bids remain subject to acceptance until February 10, 2020, unless Bidder agrees to an extension. Please advise us of your award decision, or call if there are any questions.

Mrs. Jane Mueller  
Recommendation of Award  
December 16, 2019  
Page 2

Respectfully,

RUEKERT & MIELKE, INC.



Kenneth R. Ward, P.E. (WI)  
Vice President/Office Manager  
[kward@ruekert-mielke.com](mailto:kward@ruekert-mielke.com)

KRW:tmg

Encl: Notice of Award (3 copies)  
Bid Summary

cc: Magdelene J. Wagner, P.E., City of Pewaukee

## NOTICE OF AWARD

---

Project:	Rockwood Drive and Busse Road 2019 Sanitary Sewer Rehabilitation	Date of Issuance:	_____
		Owner:	City of Pewaukee
Contract:			
Bidder:	Visu-Sewer, Inc.	Engineer:	Ruekert & Mielke, Inc.
Address:	W230 N4855 Betker Drive Pewaukee, WI 53072	Engineer's Project No.:	26-10106.200

---

### TO BIDDER:

You are notified that your Bid dated December 12, 2019 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

Rockwood Drive and Busse Road, 2019 Sanitary Sewer Rehabilitation

The Contract Price of your Contract is: \$99,091.75

2 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award, or have been transmitted or made available to Bidder electronically.

Bidder must comply with the following conditions precedent within 15 days of the date of issuance of this Notice of Award:

1. Deliver to Engineer 2 fully executed counterparts of the Contract Documents.
2. Deliver with the executed Agreement the Bid security as specified in the Instructions to Bidders (Article 21), General Conditions (Paragraph 6.01), and Supplementary Conditions (Paragraph SC-6.01).
3. Deliver with the executed Agreement certificates and other evidence of insurance as specified in the General Conditions (Article 6) and the Supplementary Conditions modifying Article 6 of the General Conditions.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Engineer will return to you one fully executed counterpart of the Agreement.

---

Owner: City of Pewaukee

By: \_\_\_\_\_

Authorized Signature

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Copy: Engineer

## BID SUMMARY

Rockwood Drive and Busse Road 2019 Sanitary Sewer Rehabilitation

City of Pewaukee, Waukesha, Wisconsin

Bids Open: December 12, 2019 / 10:00 AM

CONTRACTOR	BID BOND	ADDENDUM 1	ADDENDUM 2	BASE BID	MANDATORY ALTERNATES
Visu-Sewer	✓	✓	✓	\$97,641.75	1) \$5,830.00 2) \$6,930.00
Insituform	✓	✓	✓	\$124,453.60	1) \$8,225.60 2) \$9,777.60
National Power Rodding	✓	✓	✓	\$253,200.00	1) \$13,780.00 2) \$16,380.00

APPARENT LOW BID: \$97,641.75

APPARENT LOW BIDDER: Visu-Sewer, Inc.

RUEKERT & MIELKE, INC.  
W233 N2080 Ridgeview Parkway  
Waukesha, WI 53188-1020

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 10.**

**DATE:** December 16, 2019

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Discussion and Possible Action Regarding a Potential Urban Planning/Sustainability Capstone Project by a Graduate Student from the University of Wisconsin - Milwaukee. [Grosch]

***BACKGROUND:***

This opportunity can include topics ranging from policies to redevelopment. The graduate students work, free of charge, with clients on current event issues.

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

Oconomowoc

Wauwatosa



# **City of Oconomowoc**

## **Sustainability Plan**

# City of Oconomowoc

## Sustainability Plan

Increase Quality of Life

Protect Community Assets

Create a Brighter Future

May 2013

Report Prepared by:

University of Wisconsin-Milwaukee  
School of Architecture and Urban Planning  
Applied Planning Workshop

Heather Cleveand  
Kyle Engelking  
Stephen Hannon  
Jacob Haupt  
Coleman Peiffer  
Tristan Winkler



# Acknowledgements

This plan was researched and written by Coleman Peiffer, Heather Cleveland, Stephen Hannon, Kyle Engelking, Tristan Winkler, and Jacob Haupt, Masters of Urban Planning Students at the University of Wisconsin-Milwaukee. The plan was prepared during the Spring 2013 semester for the City of Oconomowoc under the directorship of City Planner Jason Gallo.

Further direction and supervision was provided by UWM School of Architecture and Urban Planning professors Nancy Frank, Carolyn Esswein, and Lingqian (Ivy) Hu.

We are grateful for the opportunity provided by the City Planner Jason Gallo and the City of Oconomowoc to create this plan as well as provide a venue for us to conduct our public participation meeting.

We would also like to thank the many organizations and people associated with them in Oconomowoc who have undertaken the task of creating a sustainable community before us. These organizations supported our efforts by providing interviews, guidance, sources for information, and insight.

## Greener Oconomowoc

Lisa Geason-Bauer, Evolution Marketing, LLC

Bonnie Lewis-Tschannen, President

Connie Holzmillier, Secretary

Melissa Vernon, OconomoWALK and BIKE

## Oconomowoc Utilities

Dennis Bednarski, General Manager

## Lead By Example

Jason Gallo, City Planner

## Oconomowoc Chamber of Commerce

Katie Miller, Executive Director

Jim Fenzel, Green Business Initiative President

Finally, we would like to thank the residents of Oconomowoc that participated in the planning process by filling out our survey, attending our public meeting, and providing feedback on our draft document.

# Executive Summary

The City of Oconomowoc approached the Urban Planning Department at the University of Wisconsin-Milwaukee in 2013 to develop a Sustainability Plan. For the entire spring semester six students, known as Five-O Planning, were tasked with developing a plan for the city. The plan would recommend initiatives in different areas of sustainability, develop a structure for organizations promoting sustainability in the area to work together effectively, and provide a brochure to help educate residents and businesses on things they could do to become more sustainable.

Oconomowoc is blessed by its natural surroundings, an industrious and creative population, and a municipal government that is focused on improving the city and the lifestyles of those living there. Preserving what currently makes Oconomowoc a special place to live and work is the challenge of the present. As the city continues to grow, it faces increasing challenges in protecting open space, preserving the quality of the lakes, and supplying residents with a city that offers them a chance to live a healthy and happy life.

As many promote or challenge the push towards sustainability, the issue is too often framed in terms of convenience and punishment, while neither should really apply. The real term is responsibility. As Oconomowoc grows, is it growing responsibly? Is it growing in a way that protects the assets of the community and to provide a better future?

We believe that Oconomowoc has a unique opportunity to not only be a participant in moving towards sustainability, but a regional leader. The many reasons that cause other communities to drag their feet and delay action are simply not present in Oconomowoc. The population is well-educated, residents are involved in their communities, and people are drawn to the area. It is the responsibility of not only the City of Oconomowoc, but its residents and businesses to preserve the things that make this a community people want to be a part of. We believe that this plan can help to preserve the natural beauty and character that have made Oconomowoc special.

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# Introduction

## Plan Purpose

The purpose of this plan is to provide a framework for the City of Oconomowoc to continue its proactive approach to becoming a more sustainable community. The plan was developed after researching previous and current sustainable activities in the city, researching the sustainability plans of other Wisconsin communities, and gathering input from Oconomowoc residents. The plan articulates several objectives relating to each area of sustainability and makes suggestions for potential strategies to achieving these objectives.

Sustainability can provide many benefits for a community specifically in regards to the economy, the environment, and social equity. Most sustainable practices can save communities money, which is important in an era of shrinking municipal budgets. A community can use sustainable practices to conserve natural resources and protect undeveloped areas. Sustainability also benefits all people in a community as well as future generations by managing local natural resources and other community assets.

The motivation for this Sustainability Plan is to provide the City of Oconomowoc with a future direction for its sustainability efforts. The city has already implemented several sustainability initiatives such as installing LED lights in municipal buildings and traffic signals, sponsoring the summer and winter farmer's markets, and buying electric vehicles for municipal use. Several citizen-led organizations promoting sustainability in Oconomowoc work to increase sustainability for current and future residents.

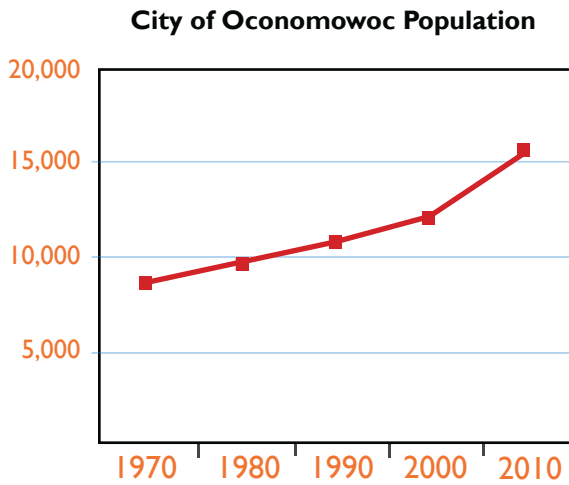
The Sustainability Plan was developed by six graduate students in the Urban Planning program at the University of Wisconsin-Milwaukee in coordination with Jason Gallo, City Planner for the City of Oconomowoc. The Sustainability Plan was the focus of the students' capstone class for the 2013 Spring Semester.



Demographic Trends

Oconomowoc is a growing community. The city grew from a population of 8,741 in 1970 to a population of 15,759 in 2010. The population is projected to keep growing to 2030. Based on census data, Oconomowoc is on average younger than the surrounding communities with a median age of 38.6 compared to 42 for Waukesha County. Oconomowoc also has a relatively high level of educational attainment among its citizens.

17.3% of the states population has a bachelor degree while 25.2% of Oconomowoc’s population has a bachelor degree. However, the age of the housing stock in the city is a potential concern for the future. Census data shows that 44.9% of all homes were constructed before 1969. Older homes can often be less efficient in terms of heating/cooling and electrical use.



Geographic Information

Oconomowoc is located along Lac La Belle, Fowler Lake, and the Oconomowoc River. The two lakes are both natural landmarks that make Oconomowoc a great place to visit or live (Oconomowoc means “where the waters meet”). However, these water bodies face many challenges in regards to sustainability. Rain runoff and snow melt can bring unwanted organic and inorganic material into the lakes. When foreign substances enter the lake, it can present various problems with algae or pollution. Despite these challenges, the water quality in the lakes remains adequate and the lakes continue to be a valuable community asset.

Sustainability Plan Information

The Sustainability Plan discusses seven opportunities regarding sustainability: Food, Resource Conservation, Open Space, Economic Development, Transportation, Energy, and Water. Each section has an overarching goal, objectives to focus on specific parts of the goal, and several strategies to achieve each objective. In order to achieve these goals, collaboration between the groups who have dedicated themselves to sustainable efforts is a key for success going forward. Fostering this success is addressed in the Synergy section of this report. Finally, the appendices contain further information, facts, and figures that did not fit in the rest of the report.



Oconomowoc: CO-NO-MO-WAUK “Failing Waters”

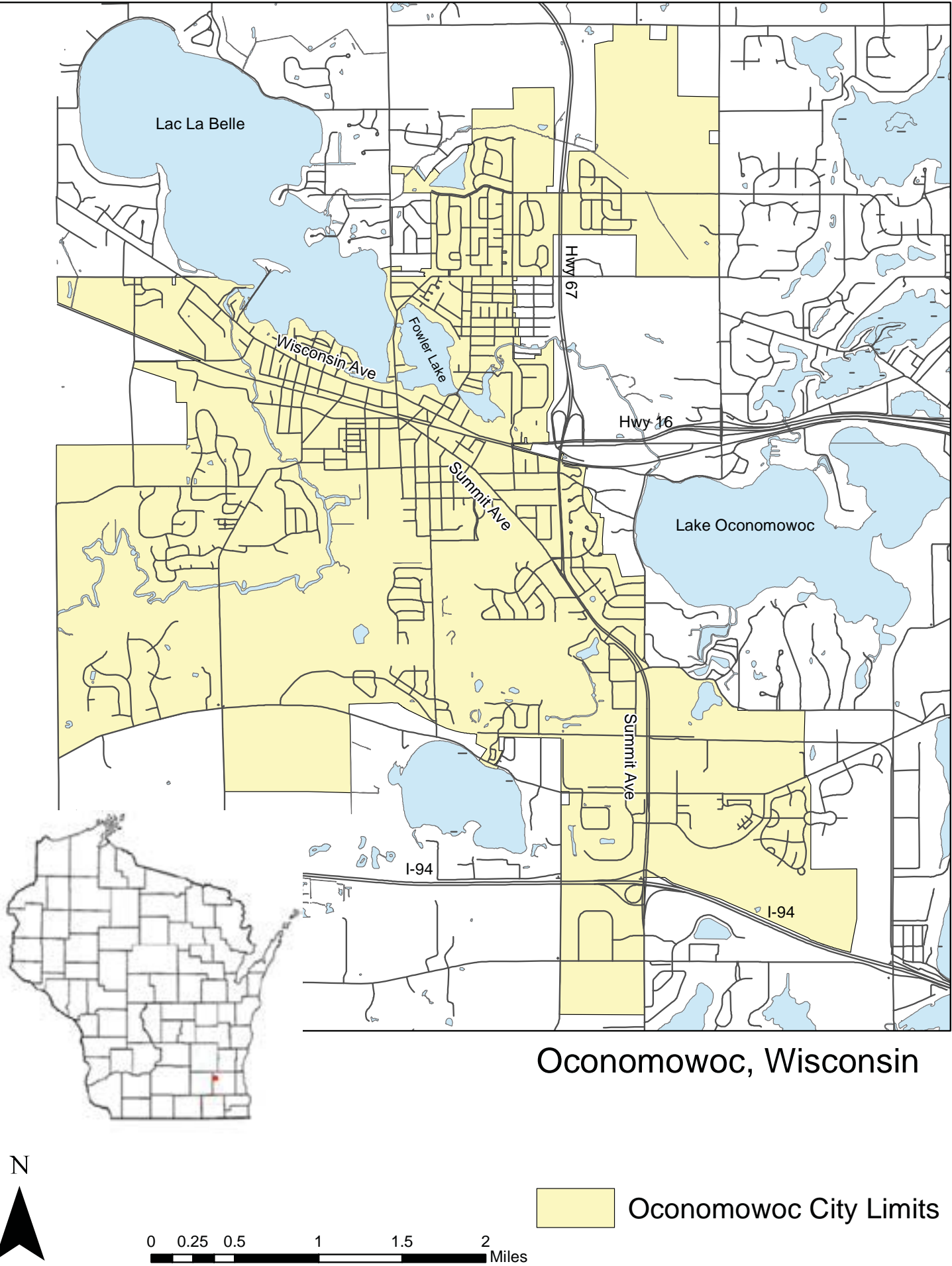
Definition of Sustainability and Vision for the Sustainability Plan

There are many definitions for sustainability, but most revolve around the responsible use of resources so that future generations may have access to the same opportunities and a quality of life equal to or greater than the one provided for the current generation. This plan incorporates that definition with the vision of increasing the quality of life in Oconomowoc, protecting community assets, and creating a better future.

Existing Plans in Oconomowoc

The following is a list of existing plans in Oconomowoc. Full explanations of these plans are found in the appendix. These plans were referenced to gain a better understanding of current efforts in Oconomowoc and how the Sustainability Plan can further the goals of these plans.

- 2030 Comprehensive Land Use Plan
- 25x25 Energy Plan
- 2006 Bike and Pedestrian Plan
- River West and Southwest Summit Ave Neighborhood Plans
- 2010 Park and Open Space Plan
- Downtown Waterfront Plan





## Goals, Objectives, and Decision Making

This sustainability plan focuses on key sustainability issues within the City of Oconomowoc and the Southeast Region of Wisconsin. This plan is to be used as a guide to help the city and sustainable organizations focus on common goals and work together to make the City of Oconomowoc a state leader in sustainability. A sustainable Oconomowoc is a community that balances social needs, environmental health and economic prosperity while not eliminating or degrading its natural resources, creating social inequities, or limiting their prospects for continued economic prosperity. Through a collaborative effort, the City of Oconomowoc can turn some of the environmental challenges into economic and social opportunities to better the City of Oconomowoc while protecting the very things that make Oconomowoc unique and beautiful. The following Goals, Objectives and Decision Making will ensure that the City of Oconomowoc advances towards becoming a model city in sustainability for other cities to follow.

# Goals, Objectives, and Decision Making

**Goal 1:** Identify strategies for the city to advance the concept of sustainability.

**Objective 1.1:** Recommend strategies for dealing with different aspects of sustainability, such as water, transportation, energy, land use, parks, food, resource conservation, pollution, and waste.

Decision Making: Are the strategies effective at promoting sustainability in each respective area?

**Objective 1.2:** Recommend an approval process that addresses each aspect of sustainability for new development.

Decision Making: Does the approval process provide the public sector with greater leverage to regulate the impact of new developments on the community?

**Objective 1.3:** Include the results of public participation in the formation of the plan, and foster ongoing public input.

Decision Making: Does the plan formation process effectively gather and incorporate the opinion of the public?

**Objective 1.4:** Summarize the sustainability efforts of other communities similar to Oconomowoc in terms of size and structure.

Decision Making: Does the plan effectively communicate the efforts to promote sustainability in other communities?

**Goal 2:** Encourage the private sector to implement sustainable practices.

**Objective 2.1:** Educate members of the community on the benefits of sustainability.

Decision Making: Does the product effectively illustrate the financial and environmental benefits of implementing sustainability initiatives?

**Objective 2.2:** Identify sources of assistance for homeowners and small business owners in implementing sustainability initiatives.

Decision Making: Does the product effectively point people towards sources of assistance in helping implement sustainability initiatives?

**Goal 3:** Build cooperation within the community and recognize that community education and participation are key to reaching sustainability goals.

**Objective 3.1:** Inventory past and current sustainability efforts of the five sustainability groups as identified by the client

Decision Making: Does the product take into account the past and current efforts of the five sustainability groups?

**Objective 3.2:** Identify a strategy to effectively utilize the five groups to best promote sustainability in Oconomowoc

Decision Making: Is the strategy administratively feasible and does it provide a clear direction for each group?

# Public Participation

A public information meeting on sustainability was held at the City Hall Tuesday, March 12, 2013 to discuss various sustainability issues and ideas. The meeting was marketed using email, newspaper announcements, social media announcements, and announcements at various organization meetings. Prior to the meeting, everyone was encouraged to participate in a sustainability survey. The survey captured 45 participants with a variety of feedback.

The survey included eight questions about sustainability in Oconomowoc to gage the community member's position on sustainability. Of the 45 participants, those involved in sustainable initiatives or groups ranged from 12 being very involved to 10 being not involved. Over 88% of the respondents agreed or somewhat agreed that funds should be used to implement sustainability initiatives. About three quarters of the respondents think the city should achieve certification from green organizations like green tier, Leadership in Energy Engineering and Design (LEED), and travel green. The survey is described in further detail in the appendix.

Twenty-eight community members attended the meeting and included a diverse representation of Oconomowoc including: Greener Oconomowoc, the Oconomowoc Chamber of Commerce Green Business Initiative, Lead by Example, Planning Commission along with teachers, architects, engineers, planners, business owners, retired community members, past elected officials and city staff. The variety of experience and expertise resulted in interesting and thought provoking discussions about the City's sustainability issues and solutions.

The meeting was lead by Five-O Planning with the support of Oconomowoc's City Planner. After a brief introduction, attendees divided into three groups and discussed nine specific sustainability topics: Transportation, Land Use, Parks, Water, Energy, Pollution, Food, Resource Conservation, and Waste.

The attendees showed their knowledge and passion for sustainability and equipped Five-O Planning with important information to develop a sustainability plan that can be adopted and implemented.

Takeaway and Moving Forward

The meeting ended with a summary of each topic discussed, highlighting ideas and concerns hears such as excessive fertilizer and salt application impacting the lakes and the lack of bikeable and walkable routes to schools and grocery stores. Many community members requested a presentation of the final sustainability plan to see how their suggestions and ideas are used and were eager to begin working together to increase sustainability in their community.

Five-O Planning developed a list of sustainability opportunities, objectives, and potential strategies to further develop each topic, described within the Sustainability Opportunities section.

Public Comment

The Introduction, Synergy, and Sustainability Opportunities sections were available for view and public comment on the project website [www.naturallyoconomowoc.org](http://www.naturallyoconomowoc.org) from Monday, April 24 to Monday, May 6, 2013. Five-O Planning received five replies from residents providing suggestions and making corrections to sections of the Sustainability Plan. These concerns were considered and incorporated into the final document where possible.

"Local produce in School lunch program – school veggie gardens."

"I love the idea of removing parking from the lakefront as it is currently a mostly under utilized eyesore."

"Really pushing the idea of local and how Oconomowoc has many resources that people are not aware of or ideas of things we can add (Support Local Campaign)."



Public Participation Meeting  
Page 13 of 190

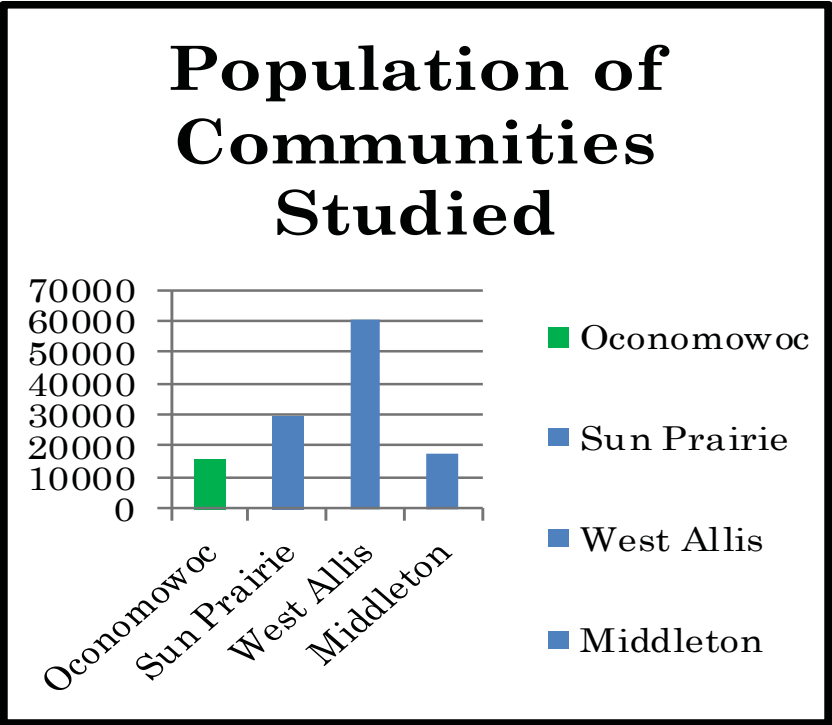


Public Participation Meeting

# Case Studies

Sustainability initiatives differ by state, region, and municipality. With every variation in climate, ecology, economy, population, geography, the approach to sustainability and the emphases needed change.

In examining other Sustainability Plans, Five-O Planning focused on plans that originated from communities in Wisconsin that shared similar traits. These cities, Sun Prairie, Middleton, and West Allis, had a characteristic either demographically, financially, economically, or geographically that made their analyses and recommendations a more helpful parallel.





Keys to Success

In the cases of West Allis and Sun Prairie, the primary key to successfully implementing recommendations was to illustrate the financial benefits of the proposed initiatives. Projects that had a clear financial gain or had large grants available were more easily implemented.

Middleton took an approach giving responsibility for implementation to different parties. The city’s Sustainability Committee was responsible for most of the recommendations and served as an advisory council to the Common Council.

Challenges

While showing a financial benefit was the key to successfully implementing recommendations in other communities, the task of illustrating the financial benefits for every recommendation was the primary challenge.

Many sustainable initiatives, such as efforts to conserve energy and water, have tangible financial benefits, while many others are more difficult to record and illustrate. Protecting lakes from non-source pollutants has obvious benefits to water quality, but cannot be translated as easily in financial terms. Both Sun Prairie and West Allis were unwilling to pass initiatives that would not directly reduce maintenance or energy costs to the city. Middleton had similar trepidations, but from the general public.

Lessons Learned

While sustainability, by definition, is meant to preserve a community’s vitality and health for generations to come, the current financial constraints felt by many communities around the country have limited their ability and willingness to take-on recommended initiatives. Change is often slow, even in communities with popular and political support. Translating tangible environmental and social benefits into a financial display is the key to moving forward on sustainability.



# Oconomowoc Sustainability Organizations and Synergy

One of the tasks given to Five-O Planning in developing a Sustainability Plan was to develop a structure for the groups of Oconomowoc promoting sustainability to work in a more collaborative manner. Oconomowoc has no shortage of groups and initiatives to promote sustainability.

The **Public Utilities** and **City Hall** have already implemented a number of sustainable initiatives and strategies. **Lead by Example** was established to educate residents and businesses on the benefits of sustainable environmental and financial initiatives and encourage them to undertake similar efforts. **The Chamber of Commerce Green Initiative** works with local businesses to educate and provide assistance to those interested in making their businesses more sustainable. **Greener Oconomowoc** organized the first Earth Day in Oconomowoc and continues to educate, advise and support sustainability practices and initiatives.



Oconomowoc Chamber of Commerce

Background and Mission

The Oconomowoc Area Chamber of Commerce is an association that encompasses the various businesses located in and around the City of Oconomowoc. These businesses range from large distribution plants like Roundy’s and Target to small owner occupied businesses located in the downtown area. Their goals and mission is to connect businesses together to increase the economy and strengthen the business community. The Chamber is successful through the variety of education and networking opportunities they provide which are supported by 17 different committees. One of the programs that helps educate businesses in the area and encourages best sustainability practices is the Green Business Initiative.

Green Business Initiative

The Oconomowoc Chamber is the only chamber in the state of Wisconsin that has a committee dedicated to sustainability initiatives. The Green Business Initiative was created in 2007 to help educate businesses and encourage sustainability on a local business level and to provide regional leadership. The mission of the initiative is to protect the environment by reducing waste, saving energy, preventing pollution and by educating others to do the same. The goal is for business organizations, officials and communities to work together to help provide the area with a healthy, sustainable ecosystem.

The goal is accomplished by creating opportunities for businesses to share knowledge of environmental requirements and to promote continuous improvement and the establishment of environmental goals. The Green Business Initiative also strives to eliminate pollution, reduce natural resource reliance, save energy and promote the use of recyclable materials wherever possible. The initiative provides businesses with a list of resources and a step by step guide on how to begin the implementation of sustainable practices. As a result of this initiative, the Chamber has created various education efforts, event and project participation opportunities, monthly and annual recognition programs, annual recycling support and a winter and summer farmers market.



Current Green Business Initiative Activities

- Sustainable Education Efforts for Businesses (8 per year)
- Greener Oconomowoc’s Earth Day Resource Fair (Annual)
- Chamber Community Harvest and Energy Expo (Annual)
- Small Battery Collection/ Recycle (Annual)
- Annual Arbor Day/ Earth Day Tree Plantings Project (Annual)
- Waukesha County Adopt-A-Highway Project (Semi-Annual)
- Partnership with Oconomowoc School District (Annual)
- Green Athletics Fields Forever Tree Planting Project (Annual)
- Rosenow Creek Class A Trout Stream Sustainability Chambers Annual Green Business of the Year (Annual)
- Green “Business of the Month” Appreciation (Monthly)
- Waukesha County Drug Collection (Annual)
- Large Battery Recycling Day (Annual)
- Summers Farmer Market (Semi Weekly)
- Winter Farmers Market (Semi Weekly)
- Travel Green Certified (Annual)

Oconomowoc Chamber of Commerce

Future Efforts and Activities

The Chamber continues to be the leader for local business sustainability. They continue to hold education sessions to learn about new practices and provide opportunities for current members to share their experiences with sustainability. These future education opportunities include seminars on Green Tier City, Travel Green, Green Master’s program, and LEED. The leadership of the Oconomowoc Area Chamber of Commerce has created a more sustainable business community and continues to provide businesses opportunities to learn about sustainability and its importance in maintaining a successful business and a healthy environment for future generations.

Green Certification  
Travel Green  
Green Tier  
Green Masters  
Leadership in Energy and Environmental Design (LEED)

(See Appendix for more details)



River Clean-up in Oconomowoc



Greener Oconomowoc

Mission and Background

To provide the Oconomowoc Area with a healthy community, a healthy economy and a healthy environment through the understanding and implementation of the Natural Step principles.

Greener Oconomowoc (GO) was an idea that began in 2007 after an inspiring event at a local retreat, which introduced “The Natural Step for Communities: How Cities and Towns can Change to Sustainable Practices” by Sarah James and Torbjörn Lahti. GO continues to use the Natural Step approach to guide its work.

That same year, GO organized the first Earth Day celebration. GO became an official non-profit organization in 2008.

Greener Oconomowoc uses The Natural Step Four Principles of Sustainability ([www.naturalstep.org](http://www.naturalstep.org)) to guide the organization and “The Natural Step for Communities” book to teach GO members a new way of thinking about communities and to demonstrate how communities and government can work together.

Membership

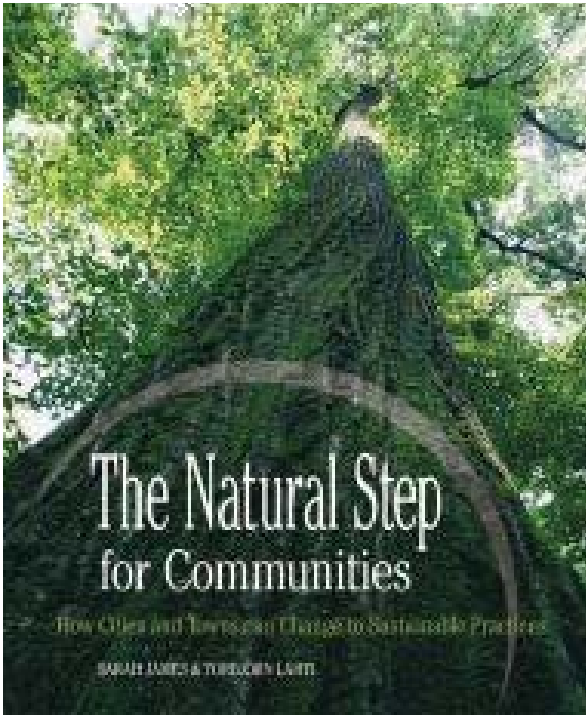
GO currently has more than 40 members and over 150 people on their email list. A person must complete the Natural Step study program to become an official member. The latest study sessions were offered over four weeks in February and March of 2013. The events are currently titled Coffee Conversations and were held in a local coffee shop and included guest speakers and review of The Natural Step book followed by a discussion on various environmental and social issues.



[www.greeneroconomowoc.wildapricot.org](http://www.greeneroconomowoc.wildapricot.org)

**The Natural Step  
Four Principles of Sustainability**

1. Reduce our dependence on fossil fuels and heavy metals
2. Reduce our dependence on synthetic chemicals that persist in nature
3. Redeue our destruction of nature
4. Ensure you are not stopping people globally from meeting their needs



Greener Oconomowoc

Synergy

Business memberships are the fastest growing membership group. In addition, the current president of GO is on the Green Business Initiative Committee for the Oconomowoc Chamber of Commerce and owns her own business.

In addition to a number of special events, GO oversees a local community garden. The garden plots are located on Oconomowoc Utility grounds and are marketed in the City’s Parks, Recreation and Forestry Department in its Spring/ Summer Activities Booklets that are sent to all City of Oconomowoc households.

Committees

Outreach/Membership, Marketing & Public Relations, Earth Day Events Planning, Events, Winter Farmers’ Market, Natural Step (Education), Community Garden, OconomoWalk and Bike, and Action Projects.

**Greener Oconomowoc Events**

April 21 - Earth Day Bike Summit

May 20 - Pack the Pub Fundraiser

All year - OconomoWalk and Bike events

November to March – Oconomowoc Winter Farmers Market.

The farmers market (below) is a Partnership between Greener Oconomowoc, Oconomowoc Chamber of Commerce. In 2013, the City of Oconomowoc became a Chamber of Commerce Platinum Sponsor that included financial support. An average of 550 people attended each of the ten Oconomowoc Winter Farmers’ Market, and over 400 people attended the 2013 Earth Day Bike Summit



Oconomowoc Summer Farmer’s Market

City Hall

The City Hall of Oconomowoc, as we refer to it in this plan, is more than the historically iconic building, it is the ultimate decision maker of public business-funding initiatives, passing regulations, and providing incentives. The city’s utilities and lead by example team are able to make recommendations on sustainable initiatives, but for approval, the Mayor and Common Council’s consent are required.

City Hall consists of the Mayor, 8 alderpeople, and 14 departments and public service organizations. Both the Mayor and alderpeople serve two-year terms. The departments work under the direction of the Mayor and Common Council to bring city services in an effective manner.



Oconomowoc City Hall  
Page 19 of 190

City Hall

So far, City Hall has helped to make Oconomowoc one of the region’s leaders in sustainability. The City has adopted a 25x25 plan to increase the use of renewable energy sources, promoted energy efficiency through retrofits and new construction of public buildings, promoted fuel-efficient transportation through the purchase of electric and hybrid vehicles, and many more initiatives.

Oconomowoc, however, still has many challenges to make it more sustainable. Many residents have long commutes, many residences have stormwater run-off that is barely mitigated on its way into the area’s bodies of water, and most of the food that people purchase comes from hundreds, if not thousands, of miles away.

To deal with these issues, Oconomowoc’s City Hall must make tough decisions, follow through on difficult promises, and work with the community to make solutions as effective as possible.

As the city continues to grow- and is expected to do so for at least a couple more decades- the policies and initiatives made by City Hall in the present will help to ensure the city’s future- to be able to provide utility service in an environmentally-conscious manner, to preserve the natural beauty of the area, and ensure the investments made by residents and businesses in the city will be worth as much, if not more, in the future as they are today.



Oconomowoc Electric School Busses



Public Utilities

Oconomowoc Utilities is an independent, community owned utility company that provides electricity, water, and wastewater treatment for Oconomowoc. Oconomowoc Utilities is involved in the community in a number of ways to promote energy efficiency and water quality for businesses and residents. The company is heavily involved in community outreach through city-wide events and educational opportunities.



Oconomowoc Water Tower

Public Utilities

About

As a publicly owned power utility, Oconomowoc Utilities does not depend on direction from shareholders, rather direction comes locally. Doing so provides greater flexibility in carrying out energy savings projects to better serve the community. Additionally, Oconomowoc Utilities is a member of the joint action agency, WPPI. This regional power company that serves over 50 consumer-owned electric utilities. WPPI is a strong leader in encouraging its members to pursue energy conservation and promote green energy.

Community Efforts

As a public owned utility and member of WPPI, Oconomowoc Utilities is committed to making the homes and businesses in Oconomowoc more energy efficient. A major effort in this project comes in the form of energy audits. While most audits are done for businesses, homeowners may take advantage of this useful tool as well to find areas of energy inefficiency in their home or businesses. Recently, Oconomowoc Utilities has partnered with Focus on Energy’s “Express Energy Efficiency Program” to direct installation of energy efficient products at no cost to qualified homeowners.

A major component to promoting energy efficiency is education. Oconomowoc Utilities attempts to be very involved in the community to increase its visibility. This not only helps residents keep energy efficiency in mind, but also lets residents know that the utility is there for them. The Oconomowoc Utilities’ website provides a list of current events the company is involved with in addition to the efforts it is taking in the community. The utility is most prominent during city-wide events and environment related holidays.

Public Utilities

Current Initiatives

Some of the recent endeavors that Oconomowoc Utilities has participated in is the lighting conversion of the library to energy efficient lights. Oconomowoc Utilities is the first public utility in Wisconsin to implement a “smart meter” system to better track energy usage in the community. Lastly, the utility was involved in the installation of solar panels on the fire station communication center and high-school. The solar panels not only provide a practical use, but have been used for educational purposes for high school students. For water-use reduction, Oconomowoc Utilities has become involved with a community rain-barrel program and have undertaken the water-loss challenge to ensure that no water is lost in storm and sanitary water conveyance.

Oconomowoc Utilities is a major contributor to sustainable efforts in Oconomowoc. The company knows the importance of conserving energy and water, its place in creating sustainable sources of energy, and streamlining their processes to provide excellent service with minimal impact on the environment. Their educational efforts and sustainable initiatives are models for residents and business owners to make their homes and businesses more energy efficient.

Through a partnership with Focus On Energy, Oconomowoc Residents are eligible to take part in the Express Energy Efficiency Program. The program, available to residential customers in a 1-3 unit home and where natural gas or electricity make up 50% of the heating source, provides the following to be installed for free:

- Compact Fluorescent Light Bulbs (CFL's)
- High Efficiency Shower Heads
- Insulated Pipe Wraps
- Water Heater Temperature Set Back Assistance
- Water Saving Faucet Aerators.



**focus on energy**<sup>sm</sup>

Partnering with Wisconsin utilities

Lead By Example

Oconomowoc’s Public Utilities were awarded a “Lead by Example” grant from WPPI energies in 2008. The purpose of the grant is to form an advisory team to advance conservation practices of the community’s public utilities and educate the public about the benefits (financial and otherwise) from those practices. The team does this through a number of public meetings, informational seminars, and other methods.

Oconomowoc’s Lead by Example team is made up of city staff members, community business leaders that promote sustainability, members of the city’s utilities, members of the local school district, and other residents. The diverse membership allows the team to look at a wide range of perspectives from many of the community’s stakeholder groups when prioritizing initiatives and promoting benefits.

For the community, Lead by Example serves as a link between the utilities, businesses, and residents- hoping to make the private-sector learn from the public. For the community as a whole to become more sustainable, there needs to be cooperation and an inclusive, enthusiastic attitude.

Lead by Example not only works to show the private-sector the city’s accomplishments, it works to make the city a better example of sustainability. The Lead by Example team has the task of implementing the city’s ambitious

25x25 plan. The team also helped to initiate programs to increase energy efficiency in public buildings, display the feasibility of electric and hybrid vehicles, and alter even everyday items, like streetlights, into examples of sustainability.

While the Lead by Example team is not meant to be initiating projects, it does play a crucial role in making public initiatives more meaningful and has the power of altering simple projects, such as upgrading light fixtures, to something that serves as an educational tool to the public. For every light bulb changed by the city’s utilities, there are many more people able to learn its benefits and slowly evolve Oconomowoc into a wholly-sustainable city.

The Public Utilities of Oconomowoc have done a number of initiatives to promote sustainability that set a precedent Lead By Example helps to expand those initiatives to become educational tools for the community.

# Synergy

Oconomowoc currently has five organizations of varying interconnectedness that work to promote sustainability in the area. Enhanced coordination and cooperation between these groups can help to make initiatives more effective and far-reaching, leading to greater results within the community.

Currently, a strong connection exists between several organizations due to their structure, purpose, and place within City government. The public utilities are a part of the city government and serve as an advisory council to determine initiatives. In turn, Lead by Example serves as an advisory and supplemental group to the public utilities.

The links between City Hall, Public Utilities, and Lead by Example are strong, but links to the non-governmental organizations (Chamber of Commerce and Greener Oconomowoc) are relatively weak. Currently, the connections between the groups consist of overlapping members and collaboration on events such as the farmers’ market.

The Chamber of Commerce and Greener Oconomowoc each has the potential to reach out to parts of the community the City is less effective at reaching. Utilizing the groups’ unique connections and programs can enhance the City’s initiatives and improve sustainability of the community as a whole.





Increasing Connectivity

Five-O Planning believes that all five groups studied would benefit from increasing connections with each other and recommends that the groups coordinate efforts. The following are a number of simple steps that can be made to increase communications.

Meeting

Schedule a quarterly meeting for the 5 main groups identified in Oconomowoc. This meeting will discuss any ongoing or future initiatives that will be taking place and the sustainability plan. Key goals, along with progress reports on initiatives and any other important topics will be discussed. These meetings will keep all groups up to speed on progress and sustainability in the area so they can share with their respective groups at their own meetings. This meeting will help foster communication and teamwork between all groups to join efforts to make sustainable events bigger and will keep the citizens of Oconomowoc informed.

Website

Expand and use [www.naturallyoconomowoc.org](http://www.naturallyoconomowoc.org).



Or add a “Sustainability” tab to the City of Oconomowoc’s website and list all organizations: [Chamber of Commerce Green Initiatives](#), [Greener Oconomowoc](#), [City of Oconomowoc](#), [Oconomowoc Public Utilities](#), and [Lead by Example](#). Add a calendar to the page to promote events and help all groups be involved with the work of the others.

Sustainability Coordinator

The City of Oconomowoc may consider adding a position to the planning department to specifically work with the existing organizations, market current programs, research and apply for grants and funding, and create new sustainability programs for the city.

Sustainability Newsletter

Publish a newsletter advertising local, regional and state sustainability event and initiatives. All five entities should combine their current sustainable newsletters to form one monthly newsletter to be sent to all members and citizens of the community. This newsletter can inform citizens of upcoming events, ongoing projects, opportunities and sustainability successes and feature key initiatives from each organization.

Joint Efforts to Improve Business Sustainability

Growing Breen Business in Ocnomowoc

Greener Oconomowoc and the Chamber of Commerce each have a special membership for businesses. The two groups should join efforts to increase turn-out green business events and enhance outreach.

Chamber Breakfast

The Chamber of Commerce developed a monthly breakfast in coordination with Lead by Example for businesses to learn about possible sustainable initiatives and exchange information with other businesses. While the breakfast is a great networking and educational opportunity for businesses, participants are concerned about low-attendance.

To increase business attendance an incentive for businesses must exist along with greater coordination between the Chamber of Commerce and Greener Oconomowoc.

To increase the incentive for businesses to attend, we recommend the **Local Green Business Challenge**. Such a program will make businesses more eager to learn about the feasibility of sustainable initiatives and how other businesses implemented them with a competitive incentive.





Local Green Business Challenge

One of the barriers to smaller businesses applying for sustainability certification programs like Leadership in Energy and Environmental Design (LEED) or National Green Building Standards is the prohibitive expense. Developing a local green certification process or business challenge can help businesses increase their sustainability through efforts that are feasible to them while still earning acknowledgement for their efforts.

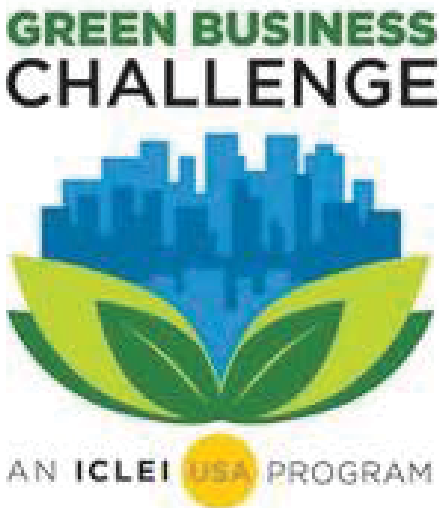
Several cities have already implemented the Green Business Challenge as recommended by International Council for Local Environmental Initiatives (ICLEI): Charleston, SC, Chicago, IL, Houston, TX, Port of San Diego, CA, Arlington County, VA, Bellevue, WA, Triangle Council of Governments, NC, Westchester County, NY, and Decorah, IA. Many of these cities are much larger than Oconomowoc, but the program can be altered to fit Oconomowoc’s unique characteristics.

The Green Business Challenge is a voluntary program. It consists of a scorecard covering nine different categories (energy efficiency, water conservation, waste minimization & recycling, maintenance & operations, transportation efficiency & air quality, green & local purchasing, innovations, flex points, and eco-options & community) that are evaluated at the beginning and end of the challenge. The challenge and scorecard should be developed by staff from Lead by Example, Greener Oconomowoc, the Chamber of Commerce, and the Public Utilities. Involving each of these groups can help determine areas that should be focused on while maintaining the feasibility for businesses.

ICLEI has also developed several resources to help in developing and implementing the Green Business Challenge. Resource tool-kits are available on their website to help develop scorecards and the basic structure of the challenge and an app has been developed for participants to use and track how they’re doing in the challenge.

Winners should be announced at an awards ceremony, preferably attended by the Mayor and other prominent community members. Every business receives acknowledgement for participating in the Green Business Challenge and businesses that are able to increase their “score” the most in the set time period can be rewarded with a special banner or certificate. The idea is to make becoming sustainable fun and to enjoy the efforts of others.

For more information visit: [http://www.icleiusa.org/climate\\_and\\_energy/green-business-challenge](http://www.icleiusa.org/climate_and_energy/green-business-challenge).



Joint Efforts to Improve Resident Sustainability  
Growing Public Input for Greater Sustainability Impact

Lead by Example is a group in Oconomowoc whose primary mission is to promote the sustainable initiatives of the city’s public utilities in order to encourage local residents and businesses to undertake similar initiatives. It also serves as an advisory council for the city’s utilities.

Oconomowoc Utilities is a municipal entity that serves the residents of Oconomowoc and has already undertaken initiatives that effectively show the feasibility of sustainable efforts, such as installing LED lights in the library, incorporating electric vehicles into the city fleet, installing LED street lights, and other projects. One hurdle is getting the residents and businesses of Oconomowoc to take notice and follow the lead.

How can outreach be enhanced?

Let residents and businesses have more input into the sustainable initiatives that are meant to serve as an example. What do they want to see before they make the investments themselves? Simply giving greater ownership of these projects to individuals can increase enthusiasm and draw more people become involved with the city’s push for sustainability.

To do this we recommend using Greener Oconomowoc and the Chamber of Commerce to play an expanded role in enhancing public participation by taking public input and using it to play a role in deciding what initiatives are undertaken by the city and utilities.

How it Works

The initiatives, ultimately approved by City Hall and the Utilities, will take public input into greater account when deciding on the prioritization of sustainable projects. Public input will be gathered by Greener Oconomowoc members and elicited from participants at their many events. “What is the example that you want to see?” could be asked. Surveys must be incorporated and data recorded and stored for comparison as time progresses.

The Chamber of Commerce will collect input from the members of its Green Business Initiative and businesses that have been less willing to embrace sustainability. Online surveys are inexpensive and are simple to make and distribute to businesses. Such surveys can collect information from businesses on what examples of sustainability they would like to see before implementing.



Lead by Example will collect input from as much of the community as possible, focusing on public institutions (schools, city departments, etc.) as well as utility customers. Public institutions can be collected by personal conversations with individuals responsible for purchasing and maintenance of buildings, while utility customers can be contacted with a short pamphlet in their bill that either leads them to a website or supplies them with the survey on a postcard or letter for them to return.

**Borrowing from Future Saving**

Invest in today with the future savings of energy efficient appliances. The program can be modeled after the City of West Allis’s current program that loans money to businesses for energy efficient upgrades and can include funding and marketing partnerships between Oconomowoc Utilities, Lead by Example and the City of Oconomowoc.

Utilities would be responsible for estimating the savings each appliance or fixture would accrue during a billing period. Participants would have this amount added to their monthly bill until the cost of the appliance or fixture was paid for.

For many people and businesses, the initial investment in upgrades can be an overwhelming burden. Helping to ease the burden by leveraging future savings can encourage more investment in appliances and fixtures that may have a longer return on investment.

**Green Fund**

One of the main challenges to sustainable initiatives is finding the initial capital. One solution we recommend is to use money saved from the installation of energy efficient lights in a fund for future sustainable capital investments. Many of the programs already initiated by the city’s utilities have conserved energy in a variety of areas and the savings have been significant. Promoting the savings to the general public is necessary, but illustrating the savings through further investments can make the benefits more tangible to residents. This would be especially helpful for projects that may be less economically-justifiable for those primarily concerned with profitability and projects that could be more publically visible: rain gardens around downtown, composting initiatives, or helping to fund projects with a larger price-tag.

The advisory groups, recommended above, can propose or oversee green capital projects such as the installation of a treatment wetland buffer along the lakeshores. Illustrating the savings made through sustainable initiatives can help to show that sustainable initiatives often have financial benefits.

**Examples in the Community**

The City of Oconomowoc has done a lot to make itself an example of sustainability, but so have many residents in the community. One suggestion from the public meeting was that people want to see examples of what they should be trying to emulate: how does a front yard look when it is landscaped to collect stormwater?

Our proposal is to do more to promote examples of sustainability from the community. Greener Oconomowoc, the Public Utilities, and Lead by Example can work together with local garden clubs to develop a “Green Walk” that showcases gardens, lawns, and houses in the community that have worked to make their property more sustainable. The Green Walk would enable people to see what a sustainable yard looks like, why mowed grass on compacted soils do little to mitigate stormwater run-off, and how property owners deal with maintaining and developing their rain gardens and rain barrels.

The Green Walk would help to promote and acknowledge the efforts of everyday residents as well as educating others on the benefits and feasibility of making their properties more sustainable.

**Lawns and Run-off**

The standard well-mowed lawns seen today can be beautiful, but do very little to mitigate stormwater run-off. The shallow roots of most grasses along with the compacted soil lead to lawns being incapable of absorbing more than ¼ to a ½ inch of rain. With the numerous pesticides and fertilizers used on lawns being washed away, local bodies of water are the ultimate destination for the pollutants, degrading water quality and causing depleting fisheries. Residents can do more to landscape their properties responsibly.

# Sustainability Opportunities

## Goals

### Food

A sustainable food system will encourage healthy eating, support the local farms and economy, and protect the environment for future generations.

### Resource Conservation

Promote sustainable waste practices through education and regulation. To preserve natural resources, use what has already been produced, and discard only what is necessary.

### Open Space

Protect and increase open space in Oconomowoc to allow current and future generations to enjoy the resources and the natural beauty of the area.

### Economic Development

Attract and encourage development that is designed to maximize existing infrastructure and increase economic sustainability.

### Transportation

Oconomowoc has a safe, well-connected, multimodal transportation network that effectively serves all residents in the city.

### Energy

To reduce the impacts of energy-use through the encouragement of energy conservation and the use of renewable energy sources.

### Water

Protect the natural beauty and health of the lakes and streams that have historically drawn people to the City of Oconomowoc.

	Objectives	Strategies	Potential Driver	Cost	Feasibility
Food	1 Make fresh and local food accessible to the community.	1: Continue to support the Oconomowoc's summer and winter farmers' markets.	GO, CH, OC	\$	Med
		2: Market Community Supported Agriculture (CSA) programs in Oconomowoc.	CH, GO	\$	Short
		3: Market local egg/milk delivery programs.	CH, GO	\$	Short
		4: Create a list of restaurants and grocers with relationships to local farmers as part of a Support Local campaign.	GO, OC	\$	Short
	2 Increase awareness about the benefits of composting and decrease the amount of organic material that goes to the landfill.	1: Launch an education campaign for composting.	GO, CH, OC	\$	Short
		2: Create a city compost bin program.	CH	\$\$\$	Med
		3: Provide composting information to local food businesses.	GO, OC	\$\$	Short
		4: Create municipal infrastructure for citywide residential compost collection.	CH	\$\$\$\$	Long
Resource Conservation	1 Increase the use of reusable bags and biodegradable bags in local retail establishments.	1: The city should collaborate with local retailers to market a reusable bag program.	CH	\$	Short
		2: Implement a program deterring the use of non-biodegradable plastic bags.	CH	\$	Med
		3: Implement a ban on non-biodegradable plastic bags.	CH	\$\$\$	Long
	2 Increase community understanding about existing waste disposal/recycling policies and practices.	1: Increase the frequency in which the recycling guidelines and drop off locations are advertised to the citizens of Oconomowoc.	CH	\$\$	Short
		2: Place a recycling guideline sticker on recycling receptacles indicating what can and cannot be placed in the receptacles.	CH	\$\$\$	Short
		3: Enforcement of section 11:06 (5) (d) (1.) of Oconomowoc's municipal code. Which states, "No person shall: Mix or permit the mixing of recyclable material with nonrecyclable material intended for collection by the city or its authorized collector."	CH	\$\$\$\$	Short
	3 Increase awareness of and access to hazardous material and prescription drug disposal.	1: Increase frequency of hazardous material and prescription drug drop-off events.	GO	\$	Med
		2: Create a secure facility for hazardous waste drop-off year-round.	GO	\$	Med
		3: Create hazardous waste pick-up program.	GO	\$	Med
	4 Increase shared economy opportunities.	1: Partner with and promote Waukesha County's freecycle program.	GO	\$	Med
		2: Create a tool and equipment library program.	GO	\$	Med
Open Space	1 Preserve Open Space, Farmland, Natural Beauty and Critical Environmental Areas.	1: Develop a regulatory incentive program for developers who protect and/or increase open space and unregulated wetlands.	CH	\$	Med
		2: Attend Purchase of Agricultural Conservation Easement (PACE) workshops to secure funding to help purchase easements.	CH	\$	Short
		3: Apply to designate key farmland and open space as an Agricultural Enterprise Area through the Wisconsin Working Land Initiative.	CH	\$	Short
		4: Increase the existing incentive program to encourage citizens to plant trees or natural vegetation on their properties.	GO	\$\$\$\$	Short
		5: Increase funding and encourage the Lac La Belle Management District (LLBMD) Shoreland Restoration Program to encompass Fowler Lake.	CH	\$\$\$\$	Short

	Objectives	Strategies	Potential Driver	Cost	Feasibility
Open Space	2 Promote greater public awareness of the benefits of a well-designed, maintained, used open space network and its connection to the quality of life.	1: Apply to become a Legacy Community Green Tier Charter Member.	CH	\$	Short
		2: Join and become an active member of the Waukesha County Land Conservancy.	CH, GO, OC	\$	Short
		3: Become a governmental partner of the Tall Pines Land Conservancy and collaborate with their sustainability events.	CH	\$	Short
		4: Collaborate with the Lac La Belle Environmental Foundation to preserve land critical for the protection of Lac La Belle and Oconomowoc.	GO, CH, OC	\$	Med
		5: Create an open space visitor center like the Schlitz Audubon Nature Center.	TBD	\$\$\$\$	Long
	3 Encourage and support the existing 2010 Open Space and Parks Plan adopted by the City of Oconomowoc.	1: Evaluate and determine remaining objectives that need to be accomplished in the 2010 Open Space and Parks Plan.	GO	\$	Med
Economic Development	1 Promote the redevelopment of the downtown.	1: Apply for an Agricultural Enterprise Area (AEA), as a part of Wisconsin's Working Land Initiative, for the agricultural land surrounding downtown Oconomowoc.	CH	\$	Short
		2: Encourage local businesses to fund the improvement of unoccupied buildings.	OC	\$	Short
		3: Create a land bank to purchase undesirable property within Oconomowoc for future development.	CH	\$	Short
		4: Create an enterprise zone in blighted areas of downtown to encourage growth.	CH	\$	Short
	2 Continue to encourage smart growth developments in support of the 2030 comprehensive plan and the city zoning ordinances.	1: Create regulatory incentives for future developments that include mixed uses and incorporate Leadership in Energy and Environmental Design (LEED) standards.	CH	\$	Med
		2: Increase the maximum number of dwellings permitted per acre for residential development in Oconomowoc and residential development on the isthmus.	CH	\$	Med
	3 Encourage and recruit businesses that utilize the local talent pool.	1: Conduct a needs assessment of job demand in the City of Oconomowoc and develop partnerships to create an appropriate training program for specific skills needed.	GO	\$	Med
		2: Conduct a market study to identify strengths and weaknesses of the business community and potential opportunities	GO	\$	Med



	Objectives	Strategies	Potential Driver	Cost	Feasibility
Transportation	1 Provide safe crossings at major streets, especially near schools.	1: Build new sidewalks or paths that connect points across major streets.	CH	\$\$\$\$	Med
		2: Enforce slower speed limits in school zones.	CH	\$\$\$	Short
		3: Use more crossing guards or install permanent traffic calming measures.	CH, TBD	\$\$\$	Short
		4: Apply for a federal Transportation Alternatives grant.	CH	\$\$	Med
		5: Adopt a local “complete streets” ordinance.	CH, GO	\$	Med
	2 Provide better connections between existing parks.	1: Provide on-street facilities for bicyclists to connect to parks.	CH	\$\$\$	Med
		2: Install more way finding signs where gaps exist in the network.	CH	\$\$	Short
		3: Seek out and inventory potential off-street additions to the trail network.	CH, TBD	\$	Short
	3 Create a parking management strategy for downtown.	1: Collect data on parking lot usage (time of day, time of week, % open, etc.)	CH	\$\$	Short
		2: Remove parking lots from lakefront to allow more space for public use	CH	\$\$\$\$	Long
	4 Increase opportunities for alternative modes of transportation using shared resources.	1: Research market potential of electric vehicle charging stations.	CH, GO, LBE	\$	Short
		2: Participate in a ride or car share program.	CH, GO, OC	\$\$	Med
		3: Participate in a bicycle sharing program.	CH, GO, OC	\$\$	Med
Energy	1 Follow Oconomowoc Utilities 25x25 Plan.	1: Increase the use of renewable energy and renewable fuels by 25% by 2025	UTL	\$	Long
		2: Increase and promote public awareness regarding the benefits of increased energy conservation, energy efficiency, and renewable energy use.	UTL	\$	Short
	2 Increase energy efficiency awareness for residents and business owners.	1: Educate the public to the benefits of energy use audits.	UTL	\$	Short
		2: Initiate a partnership between Oconomowoc Utilities and Oconomowoc High School AP Environmental Education class.	UTL	\$	Short
		3: Buy an old or vacant house and install energy efficient materials, technology, etc as a demonstration house for residents.	UTL	\$\$\$\$	Med
	3 Install and make visible renewable energy sources in the city	1: Install solar panels on city all owned facilities- owned and operated by Oconomowoc Utilities.	UTL	\$\$\$\$	Med
		2: Install a wind turbine in the City that directly contributes to the city's power grid. The turbine will be owned and operated by Oconomowoc Utilities.	UTL	\$\$\$\$	Med
		3: Track energy generation and the effects on community energy bills.	UTL	\$	Short
		4: Partner with local businesses, and install solar panels on large flat-roofed commercial and industrial buildings.	UTL	\$\$\$\$	Long
	4 Reduce energy consumption throughout Oconomowoc by 10% by 2018. This includes not only municipally owned buildings, but homes and businesses as well.	1: Reduce energy consumption in city owned buildings where possible.	TBD	\$	Short
		2: Encourage homeowners to decrease energy consumption and make their home energy efficient.	GO	\$	Short
		3: Implement smart meters and interactive energy bills to help customers better track usage trends.	UTL	\$\$\$\$	Med
		4: Mandate efficiency improvements to bring buildings into compliance with current codes at the point of sale to buyers who are investing in property that uses resources affordably and efficiently.	CH	\$	Short

	Objectives	Strategies	Potential Driver	Cost	Feasibility
Water	1 Improve Surface Water Quality	1: Work with neighboring communities and the Lac la Belle Management District to implement recommendations from SEWRPC's Lac la Belle Water Quality Plan.	CH	\$	Med
		2: Incorporate Green Infrastructure into building design guidelines.	CH	\$	Short
		3: Investigate the impact of motorboats on the lakes.	CH	\$\$\$	Med
		4: Enhance resident education and city enforcement of the city's ban on phosphorus fertilizers	TBD	\$\$	Short
		5: Continue and expand inspections of potential sources of water pollution	UTL	\$	Med
		6: Consider the use of environmentally friendly de-icing agents	CH	\$\$\$\$	Long
	2 Improve Stormwater Management.	1: Provide incentives to developers to create on-site stormwater retention facilities	TBD	\$\$\$	Med
		2: Incorporate permeable pavement where appropriate.	CH	\$\$\$\$	Med
		3: Increase support for private implementation of rain barrels and rain gardens	TBD	\$	Short
		4: Educate residents on the effects of stormwater and the best practices for landscaping.	TBD	\$	Short
		5: Remove any barriers to the implementation of green infrastructure.	CH	\$	Short
		6: Consider an award for homes and businesses with the best stormwater management practices.	TBD	\$	Short
		7: Encourage the planting of trees on public and private properties.	TBD	\$\$\$	Short
	3 Improve Groundwater/Drinking Water Quality.	1: Monitor the impacts of new developments on groundwater.	TBD	\$\$\$\$	Med
		2: Continue and expand inspections of potential sources of water pollution.	TBD	\$\$\$	Long
		3: Continue to monitor and address drinking water quality and any issues that arise.	TBD	\$	Short
	4 Increase Water Conservation.	1: Provide rebates for residents purchasing efficient-use fixtures.	UTL	\$\$\$\$	Med
		2: Educate residents on the need to conserve water.	TBD	\$	Short
		3: Encourage buildings to be designed or retrofitted for maximum efficiency.	CH	\$\$\$\$	Long
		4: Install water saving fixtures in public buildings.	CH	\$\$\$\$	Med
		5: Alter utility rates so higher users pay higher rates.	UTL	\$	Short
		6: Implement grey water strategies at city buildings as an example to residents and businesses.	CH	\$\$\$\$	Med

Potential Drivers

OC: Oconomowoc Chamber of Commerce

GO: Greener Oconomowoc

CH: City Hall

UTL: Oconomowoc Utilities

LBE: Lead By Example

TBD: To Be Determined

Cost

\$: 0-\$250

\$\$: \$251-\$500

\$\$\$: \$501-\$1,000

\$\$\$\$: \$1,001+

Potential Drivers

Short: 0-2 years

Med: 3-6 years

Long: 7+ years

# Food

According to the Center for Disease Control and Prevention, “Good nutrition is vital to good health, disease prevention, and essential for healthy growth and development of children and adolescents.

Evidence suggests that a diet of nutritious foods and a routine of increased physical activity could help reduce the incidence of heart disease, cancer, and diabetes—the leading causes of death and disability in the United States.” A fresh, local accessible food system is good for people, the economy and the environment. According to the Environmental Protection Agency, “The compost product improves the condition of soil reduces erosion, and help suppress plant diseases.”

The City of Oconomowoc currently hosts summer and winter farmers’ markets, community garden plots, and has at least three Community Supported Agriculture Farms drop-off locations within the City. Organic waste pick-up is operated by the City’s waste hauler for twenty weeks and only includes yard waste.

**GOAL: A sustainable food system will encourage healthy eating, support the local farms and economy, and protect the environment for future generations.**

Objective I: Make fresh and local food accessible to the community.

Rationale: Food is connected to many parts of our lives and the economy. We eat to live and share time or celebrate with friends and family. Supporting the local farmers and fresh food, in turn supports a healthy lifestyle, the local economy, and the environment. The strategies below build on the efforts already in place.

Strategy I.1: Continue to support the Oconomowoc’s summer and winter farmers’ markets.

The summer farmers’ market, Oconomowoc Farmers Market, operates May through October where over 40 local producers and farmers sell locally grown, fresh produce. Greener Oconomowoc and the City can market the program using their emails lists, flyers, and meeting announcements.



Strategy I.2: Market Community Supported Agriculture (CSA) programs in Oconomowoc.

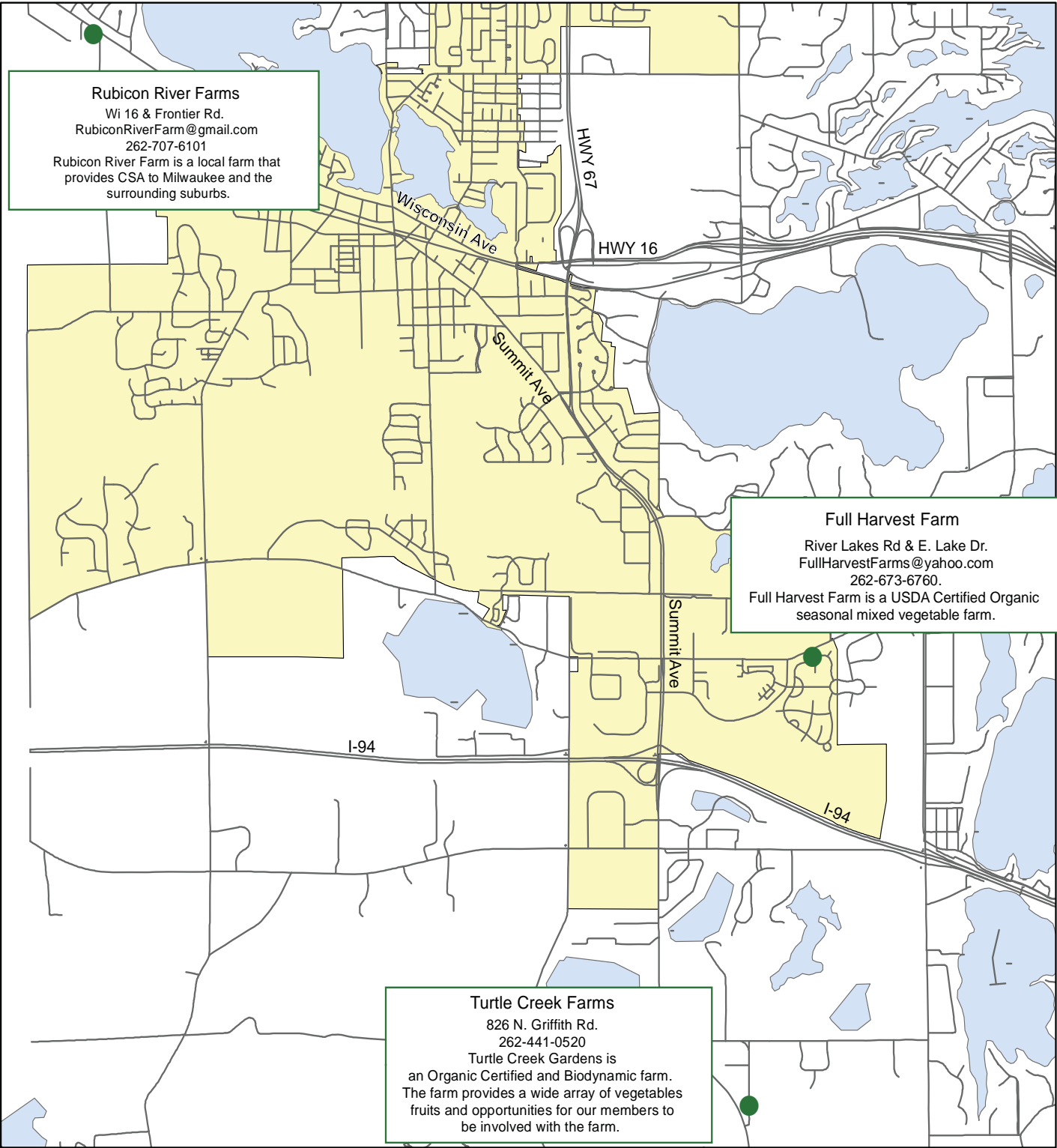
Three CSA farmers deliver to the Oconomowoc area: Full Harvest Farm, Rubicon River Farm, and Turtle Creek Gardens. Programs provide fresh, local, seasonal produce and vary in length and box size. The variety of produce creates an opportunity to cook creatively and with the season. Greener Oconomowoc and the City can market the program. The City may consider acting as a central drop-off location for all three CSA framers.

Oconomowoc CSAs

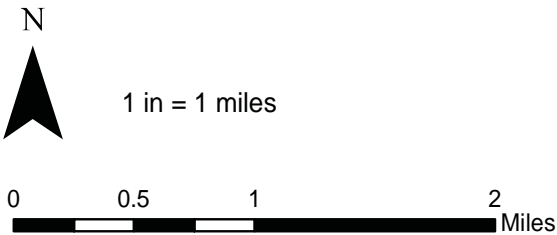
Full Harvest Farm  
[fullharvestfarm.com](http://fullharvestfarm.com)

Rubicon River Farm  
[rubiconriverfarm.com](http://rubiconriverfarm.com)

Turtle Creek Gardens  
[turtlecreekgardenscsa.com](http://turtlecreekgardenscsa.com)



Oconomowoc Community Supported Agriculture Drop-off Sites



● Oconomowoc CSA  
■ Oconomowoc City Limits



Objective 1: Make fresh and local food accessible to the community.

Objective 1: Make fresh and local food accessible to the community.

**Strategy 1.3: Market local egg/milk delivery programs.**

Oconomowoc is home to local egg and milk delivery programs. LW Dairy ([lwdairy.com](http://lwdairy.com)), known as “Milwaukee’s Milkman,” delivers local milk, butter and eggs from local cows and chickens to Oconomowoc homes.

**Strategy 1.4: Create a list of restaurants and grocers with relationships to local farmers as part of a Support Local campaign.**

An easy way to connect people with farms and fresh food is through the restaurants. Encourage local restaurants, if they haven’t already, to develop relationships with local farmers and to market the connection directly on the menu, website, or a chalkboard on the wall. Milwaukee started a local campaign ([www.localmilwaukeefirst.com](http://www.localmilwaukeefirst.com)) to highlight local food, makers and businesses. Successful restaurants like “Field to Fork” in Sheboygan, WI ([www.fieldtoforkcafe.com](http://www.fieldtoforkcafe.com)) and “Honey Pie” in Milwaukee, WI ([www.honeypiecafe.com](http://www.honeypiecafe.com)) showcase local food sources on their menus. Grocers may consider using “miles traveled” labeling and signage to educate consumers.

Field to Fork  
Featured Farms

- PINN OAK FARMS - SAXON HOMESTEAD CREAMERY - WIDMER’S CHEESE CO OP PARTNERS - SHOOTING STAR FARMS - LAMERS DAIRY DREWEY FARMS - RUSHING WATERS - WILLOW CREEK FARMS SARTORI CREAMERY - BLACK EARTH FARMS - SPRINT CREEK FARMS YUPPIE HILL FARMS - JERRY LENZ FARMS - NORTHSTAR BISON FARM HARMONY VALLEY - ROLLING MEADOWS - HIDDEN VALLEY MUSHROOMS LA VACA RICA CREAMERY - UNCLE PAUL’S BBQ SAUCES - HAWK-WINDS MUSTARDS WISCONSIN SHEEP DAIRY CO-OP - CASTLE ROCK CREAMERY - CRYSTAL SPRINGS FARMS SPRINGDALE FARMS - NESS ALLA KOMBUCHA



Objective 2: Increase awareness about the benefits of composting and decrease the amount of organic material that goes to the landfill.

Rationale: Some people refer to compost as “black gold” because it is rich in nutrients that help vegetables, flowers, and plant grow. Using compost reduces the need for synthetic fertilizers. Additionally, Landfills charge for waste by the ton and should be the last option in a waste management system.

Strategy 2.1: Launch an education campaign for composting.

The campaign may include: flyers, classes, information posting on the city website, or a composting demonstration at the summer Oconomowoc Farmers Market.

All composting requires three basic ingredients:

Browns - Dead leaves, branches, and twigs.

Greens - Grass clippings, vegetable waste, fruit scraps, and coffee grounds.

Water - Having the right amount of water, greens, and browns is important for compost development.

Strategy 2.2: Create a city compost bin program.

The City of Oconomowoc can market, education and sell compost bins or designs. The City of Milwaukee has a model program initiated by the non-profit organization Keep Greater Milwaukee Beautiful ([www.kgmb.org](http://www.kgmb.org)).



Compost Bin Order Forms

Objective 2: Increase awareness about the benefits of composting and decrease the amount of organic material that goes to the landfill.

Strategy 2.3: Provide composting information to local food businesses.

Purple Cow ([www.purplecoworganics.com](http://www.purplecoworganics.com)), a local Wisconsin company, states, “It’s not waste unless you waste it!” Purple Cow’s program builds relationships with local businesses to collect organics, create compost, and sell it. Encourage businesses that work with food, such as restaurants and grocers, to participate in such a program.



Purple Cow Organics  
3213 Laura Lane  
Middleton, WI 53562  
(608) 831-0349

Strategy 2.4: Create municipal infrastructure for citywide residential compost collection.

Explore municipal composting options and collect organics waste separately just as plastic, paper and metals separation is now standard practice. For more information contact the City of Madison, Wisconsin as they began a pilot program in 2011 and expanded the program in 2012.

[www.cityofmadison.com/streets/compost/organics.cfm](http://www.cityofmadison.com/streets/compost/organics.cfm)

City of Madison  
Residential Waste Pickup

The City’s Streets & Recycling department began a pilot collection program on June 7th, 2011, and it will continue through 2013. Organics are collected from the participating household weekly, and all of the volunteers are in the Tuesday refuse collection district. The material collected is taken to the Columbia County Compost Facility near Portage. An Organics Pilot newsletter and public comment form are available on the City’s website.





Turtle Creek Gardens Farm

## Funding

### US Department of Agriculture, National Institute of Food and Agriculture

Search for grants using the search engine using focus areas such as food or agriculture.

<http://www.csrees.usda.gov/fo/funding.cfm>

### National Farm to School Network

State and national funding opportunities for farm to school programs.

<http://www.farmtoschool.org/fundingopps.php>

### Private Foundations in Waukesha County

Everyone in Waukesha County can appreciate the beauty of Oconomowoc. Propose a compost education campaign to reduce waste and synthetic fertilizer application thus reducing harmful runoff and protecting the lakes. Sustainable food practices can be tied to both consumption, waste and growth and that may appeal to any number of foundations.

<http://nccsdataweb.urban.org/PubApps/geoShowOrgs.php?code=C55133&v=pf>

# Resource Conservation

The City of Oconomowoc has a recycling program and several grocers offer reusable bag incentives, thus reducing waste that goes to the landfill. Resource conservation and proper waste management are all ways to protect and preserve the environment. Resource conservation implies conserving and protecting our natural resources. Reusing materials previously harvested, mined, and processed saves energy and reduces impacts on the natural environment. Preventing improper disposal of hazardous materials in landfills, down drains, or flushing prescription drugs down the toilet are a few actions that can be prevented with proper planning.

One way to reuse materials is to introduce a shared economy. A shared economy is centered on the premise of sharing resources, equipment, goods, and services within a community. Although it may be more convenient to personally own everything one may need, it makes sense to share particular items within the community.

**Goal: Promote sustainable waste practices through education and regulation. To preserve natural resources, use what has already been produced, and discard only what is necessary.**

Objective 1: Increase the use of reusable bags and biodegradable bags in local retail establishments.

Rationale: Education can be one of the most cost effective ways to achieve an objective. The city should collaborate with local retailers to highlight the negative environmental impacts and promote the use of reusable bags. An education program has potential to be effective at a relatively low cost to the city. In addition, the city should ask local businesses if they would be willing to provide incentives to customers who bring their own reusable bags. An example of this type of incentive program is one where the store refunds the customer ¢5 or ¢10 per bag used.

**Strategy 1.1: The city should collaborate with local retailers to market a reusable bag program.**

The City should consider collaborating with local retailers on a program to market cloth and biodegradable bags in order to reduce the use of plastic bags. The program would educate the public on the negative environmental impacts of plastic bags and promote reusable or biodegradable bags as an alternative.

**Strategy 1.2: Implement a program deterring the use of non-biodegradable plastic bags.**

The City could implement a fee for providing non-biodegradable bags. Boulder, Colorado has passed an ordinance requiring businesses to charge a 10 cent fee for every bag given out. Currently, establishments like Pick N Save and Piggly Wiggly offer a small incentive for reusing paper bags. The same type of program could offer a small incentive for people who bring their own reusable bags.

**Strategy 1.3: Implement a ban on non-biodegradable plastic bags.**

Most municipalities that implemented fees or started educational programs have experienced success and have found no need to implement an outright ban. However, some municipalities feel that a ban is the most effective way to deal with the problem like Marshal County, Iowa who banned single use plastic bags in 2009.

Boulder, Colorado has implemented a 10-cent fee for providing a customer with a plastic bag. The retailer gets to keep 40% of the proceeds to help offset the costs. Oconomowoc could model an ordinance off Boulder's and use the revenue for the education and promotion of reusable bags. Based on feedback from the public participation meeting, there was widespread support for the removal of plastic bags from local businesses. As for a complete ban on single use plastic bags the closest municipality found that implemented this was Marshal County, Iowa. The ban prohibits the use of single use plastic bags, forcing retailers to use paper or biodegradable plastic bags.



Objective 2: Increase community understanding about existing waste disposal/recycling policies and practice.

Rationale: The residents of Oconomowoc do not feel that there is enough marketing of the services available and drop off locations offered in the city. Residents and property owners would like to receive reminders more often on what can be recycled and where to take waste that cannot be disposed curbside. Stakeholders suggested monthly reminders on utility bills with recycling guidelines. A reminder including a map of drop off locations and list of all the items they can take sent out several times a year.

**Strategy 2.1: Increase the frequency in which the recycling guidelines and drop off locations are advertised to the citizens of Oconomowoc.**

Residents and property owners would like to receive reminders more often on what can be recycled and where to take waste that cannot be disposed curbside. Stakeholders suggested monthly reminders on electric or water bills with recycling guidelines.

**Strategy 2.2: Place a recycling guideline sticker on recycling receptacles indicating what can and cannot be placed in the receptacles.**

A sticker place on recycling receptacles would be a friendly reminder of what can and cannot be recycled. The sticker would also be a guideline for residents new to recycling and who are unsure of what items can be recycled.

**Strategy 2.3: Enforcement of section 11:06 (5) (d) (1.) of Oconomowoc's municipal code. Which states, "No person shall: Mix or permit the mixing of recyclable material with nonrecyclable material intended for collection by the city or its authorized collector."**

Enforcement of the ordinance will increase the amount of recycling. Additionally, the money raised from fines will be used to fund educational outreach for recycling and other sustainable practices.





Objective 3: Increase awareness of and access to hazardous material and prescription drug disposal.

Rationale: Community members indicated during the public meeting that they would like more opportunities to dispose of hazardous material and prescriptions. If the event is only offered annually, some residents could not make it and had to hold on the materials for another year. Increasing event frequency or making it as easy as possible will increase success management of such materials.

Strategy 3.1: Increase frequency of hazardous material and prescription drug drop-off events

Waukesha County hosts the hazardous waste drop-off program, and the prescription drop-off program is partnership between Chamber and hospital. The City should consider working these groups to increase frequency of the drop-off event.

Strategy 3.2: Create a secure facility for hazardous waste drop-off year-round.

If the City offered regular drop-off hours, it would be easy for community members to dispose of and recycle hazardous materials and prescriptions any time of year.

Strategy 3.3: Create hazardous waste pick-up program.

Creating such a program would make the proper disposal easy and convenient.

“ We only have hazardous waste dropoff one time per year. What if I cannot make it that day? It would be great if dropoff events were offered more than one time per year.”

~Public Participation Attendee

Objective 4: Increase shared economy opportunities.

Rationale: The shared economy is on the rise, facilitated by social networking tools on the Internet. Sharing equipment, supplies, and rides reduces consumption with little inconvenience and no sacrifice.

Strategy 4.1: Partner with and promote Waukesha County’s freecycle program.

[groups.yahoo.com/group/waukeshacountyfreecycle](https://groups.yahoo.com/group/waukeshacountyfreecycle)

The website operates like Craig’s List but is used for free items. Community members can post drop-off or pick-up items such as carpet, sinks, roofing nails or search the website for similar items they need.

Strategy 4.2: Create a tool and equipment library program.

Home repairs and maintenance is part of living in a home. Rather than every community member owning a piece of equipment, a person may rent or borrow an item such as a chain saw, rototiller or drill. A program called “Resource Library” exists in Boulder, Colorado and can be used as a model. The program requires an affordable annual membership fee and hourly rental rates [resourcetoolibrary.org]. The tool library is different than a typical rental program because the rates are affordable and the selection is vast.



Tool Library  
Boulder, CO

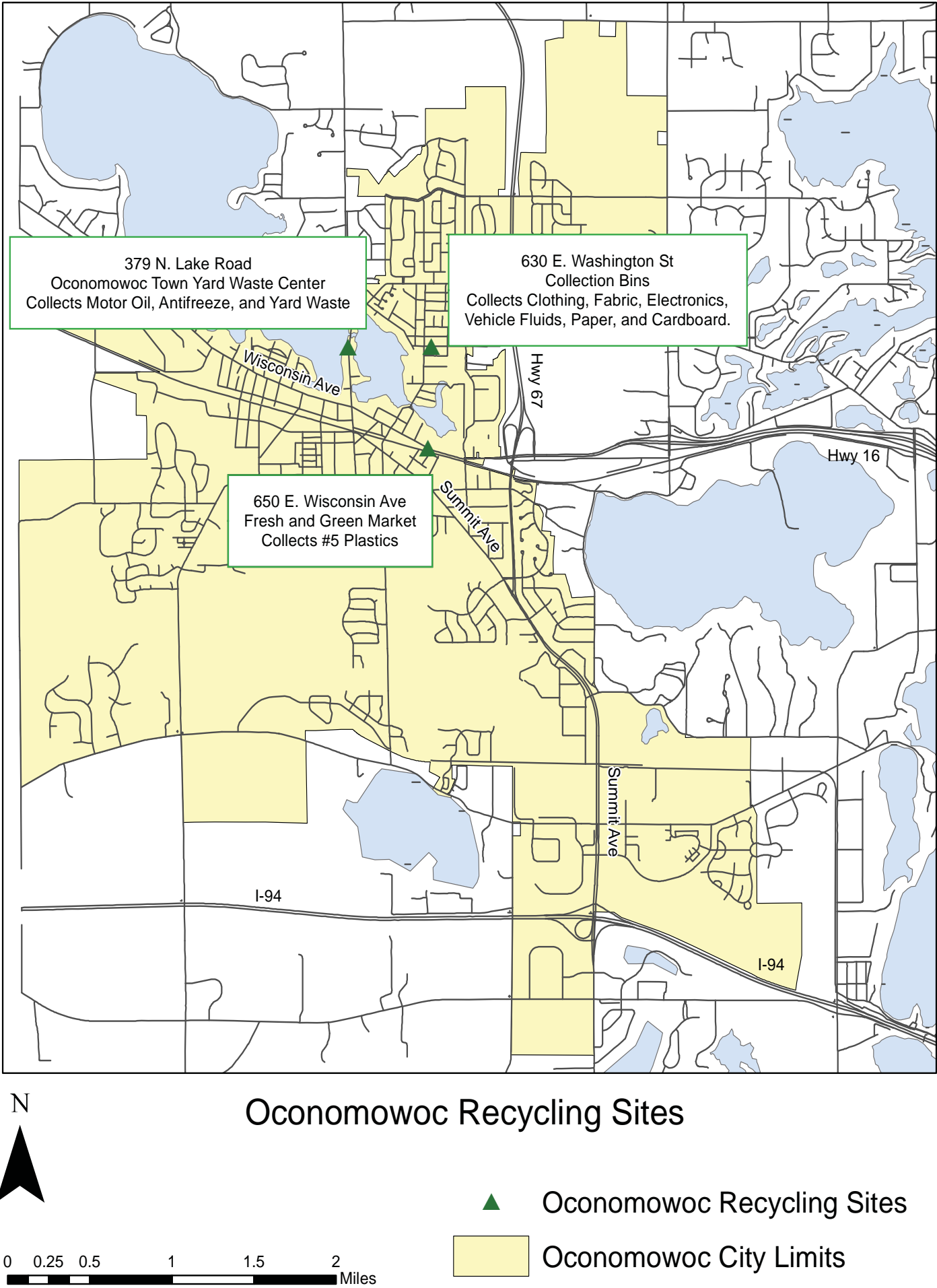
The ReSource Tool Library in Denver, Colorado is a community-based tool lending Library with over 3,500 hand, electric and gas-power tools.

Affordable annual membership and daily rental fee.

Over 1,200 members!

Funding

Oconomowoc could self-fund some of the strategies in the resource conservation section of the plan by implementing the fee for providing customers with plastic bags. The strategy was based on an ordinance in place in Boulder, Colorado where the retail establishment keeps 40% and the city keeps 60%. Not only could this strategy potentially fund opportunities in the resource conservation section, it could also put money into a general sustainability fund.



Oconomowoc Recycling Sites



# Open Space

Open space provides healthy ecosystems, wildlife habitats, educational opportunities and contributes to the unique environment that makes Oconomowoc special. An online sustainability survey and public participation meeting further supported the protection and expansion of wetlands and open space in Oconomowoc. Citizens feel the city should protect remaining open space and encourage developers to protect and increase open space with future developments. Residents mentioned open space, wetlands and the lakes as the key reasons they chose to live and raise their families in Oconomowoc. The implementation of sustainable practices and guidelines, and the education of the important of green space, will help ensure the protection of open space, ecosystems, lakes and streams for future generations.

The City of Oconomowoc understands the need to protect, enhance and increase the open space in their community. The 2010 Parks and Open Space plan targets open space and park development for current and future resident’s enjoyment. The plan includes goals that preserve environmentally sensitive and historically significant areas and maintain the citywide urban forestry program. These goals and efforts have been adopted and supported by several public and private groups in Oconomowoc and will continue to be key initiatives to ensure the enjoyment of the open space and wetlands for future generations.


**Goal:** Protect and increase open space in Oconomowoc to allow current and future generations to enjoy the resources and the natural beauty of the area.

Objective 1: Preserve Open Space, Farmland, Natural Beauty and Critical Environmental Areas.

Rationale: The City of Oconomowoc is surrounded by beautiful lakes, wetlands, farmlands and open spaces which creates a community that has access to natural environments. Based on discussions with local residents, these natural environments are an important part of their community and are a key reason they decided to live in the City of Oconomowoc. The protection and expansion of these areas will help recruit future residents and ensure that current residents continue to enjoy the natural beauty that originally brought them to Oconomowoc. An abundance of open spaces will allow students and residents to learn and appreciate the need for these resources and understand the impact they have on the community and their happiness.

Strategy 1.1: Develop a regulatory incentive program for developers who protect and/or increase open space and unregulated wetlands.

The City can provide incentives either regulatory and/or financial for the protection of infrastructure, sensitive areas, important wildlife habitats, or for the restoration or rehabilitation of wetlands or other degraded habitats, such as credit towards open space projects that include significant natural or constructed open space. Incentives may include faster plan review, lower landscaping requirements, increase F.A.R. and/or lower permit fees.

 **BENEFITS**

Applicants that participate in Bin-Bump-Up benefit from:

- Reduced wait times for permit review and approval
- FREE Green Project Review Team integrated design meeting
- Implementation of green building techniques that will conserve electricity and water, improve indoor air quality, minimize site disturbance and reduce construction waste
- Project exposure through local green building programs

Strategy 1.2: Attend Purchase of Agricultural Conservation Easement (PACE) workshops to secure funding to help purchase easements.

Through the PACE program, the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) provides funding to cooperating entities (local governments and non-profit organizations) for the purchase of easements from willing landowners. The local entities purchase the easements and may be reimbursed for up to 50 percent of the easement cost by the PACE program. The state and local entities are then co-holders of the easement.

Objective 1: Preserve Open Space, Farmland, Natural Beauty and Critical Environmental Areas.

Strategy 1.3: Apply to designate key farmland and open space as an Agricultural Enterprise Area through the Wisconsin Working Land Initiative.

Designation of an agricultural enterprise area is a tool that the local community can use to help promote the future viability of existing agricultural and agriculture-related land use. Once an area is officially designated as an AEA, eligible farmers owning land within the area may enter into a farmland preservation agreement with the state. This enables the landowners to receive tax credits in exchange for agreeing to keep their farm in agricultural use for at least 15 years. Local governments can add to these incentives to further promote farmland preservation and agricultural economic development in their communities.

**Agricultural Enterprise Area**

State and federal funds were used to purchase a permanent conservation easement for the Natural Heritage Land Trust to protect an 80-acre farm on the north shore of Hook Lake. The easement ensures that the agricultural portion of the land remains available for farming and the shoreline remains natural and undeveloped.

Strategy 1.4: Increase the existing incentive program to encourage citizens to plant trees or natural vegetation on their properties.

Oconomowoc Utilities currently will pay for a percentage of any new trees planted on citizens properties that can help with the heating and cooling for a home. There is also a city wide street program as well. An example of an additional incentive is a mini-grant program that awards between \$1,000 and \$15,000 to qualified tree planting projects or tree giveaway programs to local residents.

Objective 1: Preserve Open Space, Farmland, Natural Beauty and Critical Environmental Areas.

**Strategy 1.5: Increase funding and encourage the Lac La Belle Management District (LLBMD) Shoreland Restoration Program to encompass Fowler Lake.**

The program allows District residents to work with a Shoreland Restoration expert to bring natural plant beauty to properties around Lac La Belle. This cost sharing program includes reimbursement to the property owner at 75% of the project cost, not to exceed \$2000.00 based on the ability to meet specific criteria.

**Strategy 1.6: Implement a utility service boundary.**

Implementing a utility service boundary, as done in New Berlin,WI, can help to encourage more efficient use of infrastructure, infill development, and the preservation of undeveloped land.



Oconomowoc Wetlands

Objective 2: Promote greater public awareness of the benefits of a well-designed, maintained, used open space network and its connection to the quality of life.

Rationale: Meeting with sustainable organizations and residents, and analyzing a survey on sustainability, education and increased access to information for the local community on sustainability is the most effective way to increase sustainability initiatives. Informing citizens about the open trails, ongoing sustainable activities and initiatives, wetlands, and hiking opportunities will allow more citizens to utilize these resources which will help them understand the value and quality these resources bring to the city. Educating citizens will help protect these areas for future generations and create the expectation that open space must be protected and valued.

**Strategy 2.1: Apply to become a Legacy Community Green Tier Charter Member.**

A **charter** is a contract entered into by the DNR and an association committed to helping its members participate in Green Tier. An association may consist of private entities, public entities, or a combination. Charters help business sectors or regions establish and meet environmental objectives.

**Strategy 2.2: Join and become an active member of the Waukesha County Land Conservancy.**

The Waukesha County Land Conservancy specializes in easements, land donations, and land purchases. The Conservancy works with public and private entities to protect environmental sensitive sites. Membership and involvement in the conservancy will increase awareness of the opportunities in Oconomowoc and educate local citizens of the benefits of land conservancy and land donations.

“Living in a rural setting exposes you to so many marvelous things -the natural world and the particular texture of small-town life, and the exhilarating experience of open space.”  
Susan Orlean



Objective 2: Promote greater public awareness of the benefits of a well-designed, maintained, used open space network and its connection to the quality of life.

Objective 2: Promote greater public awareness of the benefits of a well-designed, maintained, used open space network and its connection to the quality of life.

**Strategy 2.3: Become a governmental partner of the Tall Pines Land Conservancy and collaborate with their sustainability events.**

Rationale: Currently, only Greener Oconomowoc is a member of the Tall Pines Land Conservancy. The City of Oconomowoc would be the 4<sup>th</sup> governmental partner of the conservancy. (The Village of Oconomowoc is also a member). “Tall Pines Conservancy’s mission is to preserve our rural heritage by protecting remaining farmland, water resources, natural areas and open spaces impacting Northwestern Waukesha County.” Greater participation will provide greater awareness to the Conservancy of the open space opportunities in Oconomowoc.

Quad/Graphics President & CEO Joel Quadracci announced on Earth Day that the company has donated a conservation easement on its 325-acre Camp/Quad parcel of land in Erin, WI., to Tall Pines Conservancy.



**Strategy 2.4: Collaborate with the Lac La Belle Environmental Foundation to preserve land critical for the protection of Lac La Belle and Oconomowoc.**

Rationale: The Lac La Belle Environmental Foundation works to raise money and awareness for the protection of land in Lac La Belle. Efforts should be combined to strengthen the support for land preservation in both areas and increase opportunities to collaborate on grant applications and education opportunities. Organizations can also share best practices and innovative ideas to promote greater awareness on the benefits of open spaces.

**Strategy 2.5: Create an open space visitor center like the Schlitz Audubon Nature Center.**

Rationale: The purpose of an open space visitor center is to educate, protect, maintain and manage significant natural landscapes and cultural resources for present and future generations. This center will be the premier facility that promotes the open space mission. This center will help residents gain an understanding of the importance of protecting public land for the enjoyment of citizens, and for protecting the environment for wildlife and for their children and grandchildren.



River Cleanup in Oconomowoc

Objective 3: Encourage and support the existing 2010 Open Space and Parks Plan adopted by the City of Oconomowoc.

Rationale: The 2010 Open Space and Parks Plan has a variety of sustainability goals and objectives encouraging cluster developments, preserving open space, and developing parks. The goals and objectives were researched and developed with future generations and their potential enjoyment in mind. As the 2010 Open Space and Parks Plan continues to be implemented, the plan should be supported to help implement key elements that enhance, grow, and protect open spaces.

Strategy 3.1: Evaluate and determine remaining objectives that need to be accomplished in the 2010 Open Space and Parks Plan.

The plan should be evaluated identifying the key remaining projects that need to be addressed and make them a priority for local organizations.



Fowler Lake

Funding

Working Lands Program

The Purchase of Agricultural Conservation Easements (PACE) is a Working Lands Program that provides up to 50% of the costs of purchasing agricultural conservation easements, including transaction costs.

[http://datcp.wi.gov/Environment/Working\\_Lands\\_Initiative/PACE/index.aspx](http://datcp.wi.gov/Environment/Working_Lands_Initiative/PACE/index.aspx)

ACTrees

ACTrees is an organization that grants money to commit to helping shape public policy to protect, enhance, and sustain trees for the benefit of people and the places we live. ACTrees offers a variety of community tree planting grants.

<http://actrees.org/what-we-do/grants-and-awards/planting-trees/>

DNR

The Department of Natural Resources offers a variety of grants to help fund open and natural spaces. Funding opportunities range from recreation trail aids to urban forestry. <http://dnr.wi.gov/Aid/Grants.html>

# Economic Development

A healthy local economy is essential for a sustainable and livable community. It brings employment and a solid tax base to support services, leading to healthier lifestyles and greater opportunities for personal fulfillment. Discussions with local business owners, residents and the Chamber of Commerce support the need to increase economic development in downtown Oconomowoc. Citizens strongly believe that the downtown business district should be the epicenter of activity and provide people with a sense of place and provide citizens with an environment to work, live, play, and entertain.

The City of Oconomowoc has recognized this in the 2030 comprehensive plan. The plan calls for more mixed use developments and increased building heights to attract potential developers and businesses to the downtown district. The city has also created a tax incremental finance district in the downtown district to lure and encourage developers to redevelop existing buildings. Residents and business owners believe that without a successful thriving downtown business district the city will be unable to reach its full economic potential.

**Goal:** Attract and encourage development that is designed to maximize existing infrastructure and increase economic sustainability.



Objective I: Promote the redevelopment of the downtown.

Rationale: The citizens of Oconomowoc made it very clear that the heart of their community is located downtown. During a public information meeting, stakeholders stressed the need to fill the unoccupied buildings around downtown and focus business development on the downtown area. In order for the business community to remain sustainable into the future, the downtown business district must grow and offer employment opportunities and services for the citizens of Oconomowoc. Unoccupied buildings disrupt the business environment around the downtown district that decreases the value of land and rent to landowners. By focusing on redevelopment, the City can create a stronger more sustainable business community in the downtown area that can employ community members and promote local sustainable businesses.

**Strategy I.1: Apply for an Agricultural Enterprise Area (AEA), as a part of Wisconsin’s Working Land Initiative, for the agricultural land surrounding downtown Oconomowoc.**

Designation of an agricultural enterprise area is a tool that the local community can use to help promote the future viability of existing agricultural and agriculture-related land use. Protecting agriculture-related land will direct developments towards existing infrastructure.

“The Agricultural Enterprise Areas under the Working Lands Initiative are a key part of protecting what underlies Wisconsin’s \$59 billion agricultural economy – the land,”

Former DATCP Secretary  
Randy Romanski

**Strategy I.2: Encourage local businesses to fund the improvement of unoccupied buildings.**

Local businesses should help clean up unoccupied buildings and lots and make them development ready to help encourage businesses to the area. Speaking as a collective voice, businesses have the power to influence change and regulation in their district and can encourage property owners to improve their property’s and increase redevelopment.

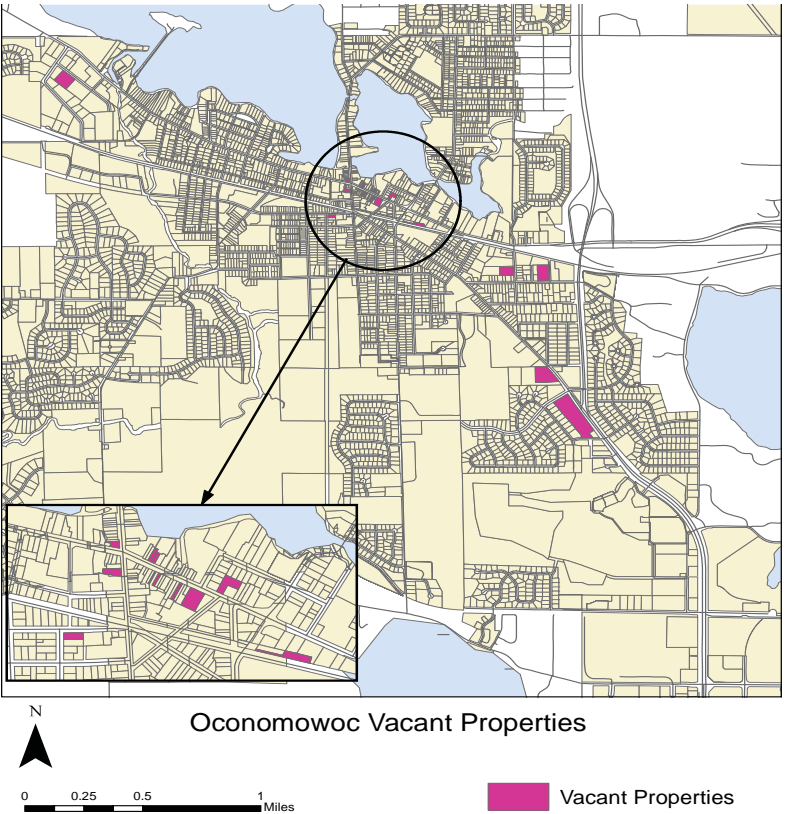
Objective I: Promote the redevelopment of the downtown.

**Strategy I.3: Create a land bank to purchase undesirable property within Oconomowoc for future development.**

Using land bank funds, the city will improve the infrastructure and site to make undesirable properties ready for private development to reduce upfront cost to developers and encourage the development of unoccupied buildings. The City of Sacramento, CA has a similar program that allows them to take infill properties and make them “development ready” to incentivize private developers.

**Strategy I.4: Create an enterprise zone in blighted areas of downtown to encourage growth.**

Enterprise zone policies generally offer tax concessions, infrastructure incentives, and reduced regulations to attract investments and private companies into the zones. We recommend the City creates regulatory incentives to make plan review time shorter to allow faster development and lower development fees. A specific site would be the old Sentry Grocery site and site blocks away in Downtown Oconomowoc.



Objective 2: Continue to encourage smart growth developments in support of the 2030 comprehensive plan and the city zoning ordinances.

**Rationale:** Promoting and allowing a variety of uses for buildings will attract and encourage private development in Oconomowoc. The ability to use buildings for a variety of uses provides developers with a wider range of potential tenants creating a higher potential for a return on investment. This creates a less risky investment on existing infrastructure in old business parks and communities that have struggled in the past. Mixed use developments also provide the surrounding residents a variety of options which creates neighborhoods where people can work, live and play. These neighborhoods require less driving, creating less traffic and a more walkable and bikeable community. Mixed use developments with higher populations help citizens support local business and create the unique culture and environment that continues to make Oconomowoc a desirable community.

**Strategy 2.1: Create regulatory incentives for future developments that include mixed uses and incorporate Leadership in Energy and Environmental Design (LEED) standards.**

Developers can receive regulatory incentives in exchange for providing features deemed desirable by the municipality, like mixed use, increased density and energy efficiency buildings. Regulatory incentives can include an increased building height allowance, increased Floor to Area Ratio (F.A.R.), streamlined plan review or reduction in landscaping requirements.

**Strategy 2.2: Increase the maximum number of dwellings permitted per acre for residential development in Oconomowoc and residential development on the isthmus.**

Currently, the City code allows for 4 units per acre for residential, 6 units per acre for medium density and 8 units per acre for high density. The City allows 5 for low density on isthmus and 10 for high density. We recommend that the City changes the zoning regulation to allow for 2 more additional units per acre for all residential development.



The Preserve at Prairie Creek: Phase II  
Page 45 of 190

Objective 3: Encourage and recruit businesses that utilize the local talent pool.

**Rationale:** New and relocating businesses often look at the local talent pool when considering their future location. The City of Oconomowoc is home to one of the top school districts in the State of Wisconsin. Oconomowoc also has access to the University of Wisconsin Waukesha Extension and Waukesha County Technical College. All of these schools are top tier educational institutions that teach students the knowledge, skills and abilities that future employers demand. To create a sustainable community, the city must offer local residents employment opportunities that allow citizens to work in their communities and maximize and grow their abilities. This will further strengthen Oconomowoc's community and local employers with a trained and educated labor force. Employment opportunities that allow for personal and professional growth will help ensure that employees create a home in Oconomowoc resulting in community involvement and community pride.

**Strategy 3.1: Conduct a needs assessment of job demand in the City of Oconomowoc and develop partnerships to create an appropriate training program for specific skills needed.**

Local business leaders and educators should be a part of this process to ensure that the skills being taught reflect those skills needed by current employers. The City can work with the Oconomowoc School District, Waukesha Community Technical College and UW Waukesha Extension to provide job specific training focusing on current and future employment opportunities in the region.





Objective 3: Encourage and recruit businesses that utilize the local talent pool.

**Strategy 3.2: Conduct a market study to identify strengths and weaknesses of the business community and potential opportunities**

Utilize local Universities to conduct a market analysis to identify potential export industries that can be targeted to come to the area. This study will help identify thriving industries in the area as well as underserved industries that can be recruited to Oconomowoc. This information can be used to better educate local educators of the skills, knowledge and abilities needed for future employees.



Oconomowoc Downtown Business District

Funding

**Department of Commerce**

EDA provides strategic investments that foster job creation and attract private investment to support development in economically distressed areas of the United States. Under this FFO, EDA solicits applications from both rural and urban areas to provide investments that support construction, non-construction, technical assistance, and revolving loan fund projects under EDA’s Public Works and Economic Adjustment Assistance programs. Grants made under these programs are designed to leverage existing regional assets to support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities.

[www.grants.gov/search/search.do?mode=VIEW&opId=208353](http://www.grants.gov/search/search.do?mode=VIEW&opId=208353)

**Wisconsin Grant Watch**

Wisconsin Grant Watch provides a variety of grant opportunities for economic development. Grant opportunities are constantly changing and require a dedicated person to review and identify potential grants.

[wisconsin.grantwatch.com/cat/8/economic+development+grants.html](http://wisconsin.grantwatch.com/cat/8/economic+development+grants.html)

**Wisconsin Economic Development Corporation**

The Wisconsin Economic Development Corporation offers a number of opportunities to provide incentives to potential businesses relocating to Oconomowoc. Depending on the type of business, development and physical site, the WEDC can offer incentives and help offset costs through grants and incentives.

[inwisconsin.com/wedc-business-assistance-summary/](http://inwisconsin.com/wedc-business-assistance-summary/)

# Transportation

Residents were primarily concerned about safety within the transportation network. Specifically, residents wanted to see safer crossings and routes to schools in order to discourage single occupancy vehicle use. They wanted to see more connections made within the sidewalk system, especially heading east from downtown, and a better connected recreational use trail system. Several of these suggestions were written in the 2006 Oconomowoc Bicycle and Pedestrian Plan, which is currently being implemented. The following section makes suggestions as to which of these issues should be priorities, how the City can best communicate the expected timeline for implementing suggestions, and what programming would be beneficial to ensuring the safety of the transportation network in Oconomowoc.

**Goal: Oconomowoc has a safe, well-connected, multimodal transportation network that effectively serves all residents in the city.**

Objective 1: Provide safe crossings at major streets, especially near schools.

Rationale: Several residents said they want to walk and ride bicycles more often, but there are several barriers to doing so safely in Oconomowoc. Several schools are located along major roads. In particular, State Highway 67 is difficult to cross safely and it artificially divides the city into eastern and western sections. Currently the easiest spot to cross Highway 67 is at the bike path along Oconomowoc Parkway. The City should work with the State and County during road reconstruction involving those jurisdictions, to make sure the needs of pedestrians and bicyclists are met.

Strategy 1.1: Build new sidewalks or paths that connect points across major streets.

The City will determine which intersections are most difficult to cross for both pedestrians and bicyclists, and which intersections are in the greatest need of infrastructure improvements to sidewalks or paths. These improvements could include adding sidewalks, widening existing sidewalks to preferred design standards, or improving crosswalks.



Sidewalk ending on East Wisconsin Avenue

Strategy 1.2: Enforce slower speed limits in school zones.

Slower speed limits near schools would make it safer to walk and bike to school. Currently, some schools actively discourage their students from walking and biking because of the safety concern, even though students living less than two miles from a school are not provided with school bus service.

Objective 1: Provide safe crossings at major streets, especially near schools.

Strategy 1.3: Use more crossing guards or install permanent traffic calming measures

Some streets and intersections are able to handle traffic calming measures or more crossing guards. These measures can be paired with slower speed limits to create a safer environment in high-pedestrian areas.

Strategy 1.4: Apply for a federal Transportation Alternatives grant.

The City can apply for the Transportation Alternatives grant from the federal government in order to fund a Safe Routes to School program. This would allow the City to create and publicize a preferred route system for the schools to use and would allow the City to focus infrastructure improvements on the most crucial parts of this system. Safe Routes to School was formerly a separate federal grant program, at which time it had more grant funding available. The City will also research other possible funding sources for a Safe Routes to School program.

Wisconsin Complete Streets

Wisconsin’s Pedestrian and Bicycle Accommodations law addressing Complete Streets was codified in 2009, and was later incorporated into administrative rule as Transportation 75. The law requires pedestrians and bicyclists to be considered during reconstruction of state roads and highways. This could involve improving current facilities or building new facilities where none exist. Facilities should be designed to complement the surrounding location and could include sidewalks, bike lanes, shared lanes, paved shoulders or multi-use paths.

[www.dot.wisconsin.gov/projects/state/complete-streets](http://www.dot.wisconsin.gov/projects/state/complete-streets)

Strategy 1.5: Adopt a local “complete streets” ordinance.

The City can help ensure that local streets receive the same bicycle and pedestrian considerations as state roads by adopting a local “complete streets” ordinance in order to match the state-level complete streets law.

Objective 2: Provide better connections between existing parks.

Rationale: Residents expressed a sense that although Oconomowoc has many excellent parks, there needed to be better connections between the parks to some areas in the city. In particular, some residents wanted to see more traffic directed to some of the parks, and explained the city has a lot of unused park space. The City developed ideas to connect its downtown to the regional trails in their 2006 Bike/Pedestrian Plan, which is currently being implemented. Oconomowoc is located near many recreational trails including the Ice Age Trail, the Lake Country Trail, the Glacial Drumlin State Recreation Trail, and the Bugline Trail. The City should continue their implementation of the 2006 Bike/Pedestrian Plan and communicate the schedule of implementation to residents.

Strategy 2.1: Provide on-street facilities for bicyclists to connect to parks.

On-street facilities including bike lanes, shared lanes, and wide shoulders can provide links to parks using existing infrastructure. These facilities can be designed to fit the traffic of each street. A local “complete streets” ordinance can be part of this strategy.

Strategy 2.2: Install more way finding signs where gaps exist in the network.

Way finding signage will be used to connect existing parks and trails and to mark preferred bicycle routes. This will help connect recreational facilities along low-traffic streets and help minimize conflicts between vehicles and pedestrians/cyclists.

Strategy 2.3: Seek out and inventory potential off-street additions to the trail network.

The City will add off-street trail facilities to connect existing trails and parks. The Lake Country Trail ends at Roosevelt Park south of downtown but it does not connect to any other park in the city.

Objective 3: Create a parking management strategy for downtown.

Rationale: Several residents agreed that there was plenty of parking available downtown, and there was too much parking on Fowler Lake. These people suggested that some parking areas could be used as public space. The City has been addressing this issue as they develop the Downtown Waterfront Plan. This plan incorporates many sustainable practices in the redesign of the area including some reduced parking.

Strategy 3.1: Collect data on parking lot usage (time of day, time of week, % open, etc.)

The City will gather data on the usage patterns of downtown parking lots. They could find which parking areas are least often used in a typical day or week, to determine which of these spaces are necessary.

Strategy 3.2: Remove parking lots from lakefront to allow more space for public use.

Some parking areas might be better utilized as public space or pedestrian and bicycle space. However, several stakeholders agreed that street parking should be kept along Wisconsin Avenue in front of the businesses.

“The City should take parking lots off of the lakes to maintain green space around them.”

Public Meeting Participant



Objective 4: Increase opportunities for alternative modes of transportation using shared resources.

Rationale:Alternative modes of transportation can help support the existing transportation system by providing people with different options. Some residents expressed interest in alternative transportation, especially electric vehicle charging stations. The City already owns several electric vehicles. Other alternative modes of transportation such as car or bicycle sharing could complement the existing transportation choices if they were found to be financially feasible.

Strategy 4.1: Research market potential of electric vehicle charging stations.

Some residents were interested in purchasing electric vehicles if they had the ability to utilize a charging station in the city. There are 7 electric vehicle charging stations in Milwaukee and 27 in Madison. The cost of installing a charging station in the city would need to be researched if this strategy were pursued.

Strategy 4.2: Participate in a ride or car share program.

A car or ride share service will work in connection with park and ride lots by connecting people who want to share these services with the infrastructure to do so. The Oconomowoc area is served by three park and ride lots: two along State Highway 16 and one along Interstate 94.

<http://www.dot.wisconsin.gov/travel/parkride/waukesha.htm>

Strategy 4.3: Participate in a bicycle sharing program.

Bicycle sharing offers another potential choice for residents or visitors to travel around the city. Madison has a successful bicycle sharing service, but smaller cities have also had success with this type of program. Spartanburg, a city of 37,000 people in South Carolina, has a bicycle sharing program with only four stations, yet it has been successful since launching in July 2011.

Objective 4: Increase opportunities for alternative modes of transportation using shared resources.

Spartanburg B-Cycle

Spartanburg B-Cycle is the first bicycle sharing program in the Southeast. There are four bike rental stations serving this city of 37,000 people. The program is the result of a partnership between the City of Spartanburg and several bicycle advocacy groups. In September 2007, Spartanburg was designated as a Bronze Level Bicycle Friendly Community by the League of American Bicyclists, and the bike sharing program helped them retain this status in May 2012.

[spartanburg.bcycle.com](http://spartanburg.bcycle.com)



Funding

Transportation Alternatives

This program is part of the most recent federal transportation bill, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). It provides competitive grant funding for projects relating to public transportation, bicycles, and pedestrians. Funding is allocated between states and metropolitan planning organizations (MPOs), and the State administers projects through their Department of Transportation (DOT). <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>

Congestion Mitigation and Air Quality (CMAQ)

CMAQ is a competitive grant program administered by the Wisconsin DOT. This program is for projects aimed at improving air quality including public transit, bicycle and pedestrian facilities, and ride sharing programs. CMAQ funds are only available in non-attainment air quality areas including Waukesha County. <http://www.dot.state.wi.us/localgov/aid/cmaq.htm>

# Energy

The City of Oconomowoc has previously implemented energy sustainability initiatives in the 25x25 *Energy Independence Community Plan* (2010). Under this plan, Oconomowoc will attempt to achieve the goal of receiving 25% of its energy from renewable sources by the year 2025. In addition to increasing energy independence, the plan addresses the promotion of public awareness to the benefits of energy conservation, energy efficiency, and renewable energy use. Doing so will attempt to reduce overall energy consumption in City owned facilities by 25% by 2025, based on 2008 baseline data. The first four years of the plan has seen the installation of energy efficient fixtures in the library and the introduction of hybrid and electric vehicles to the Utility and Forestry Department vehicle fleets.

This section is intended to further the progress of the 25 x 25 *Plan* as well as incorporate suggestions gathered through public comments. A major component to energy reduction is energy efficiency and learning its many aspects. Oconomowoc has incorporated energy efficiency projects through the installation of LED lights throughout the city, yet many residents may not know the benefits of these changes. A major strategy incorporated into this section stems from the City of Middleton in which they have taken numerous measures to reduce energy and educate the public as to the monetary and environmental savings associated with these measures.

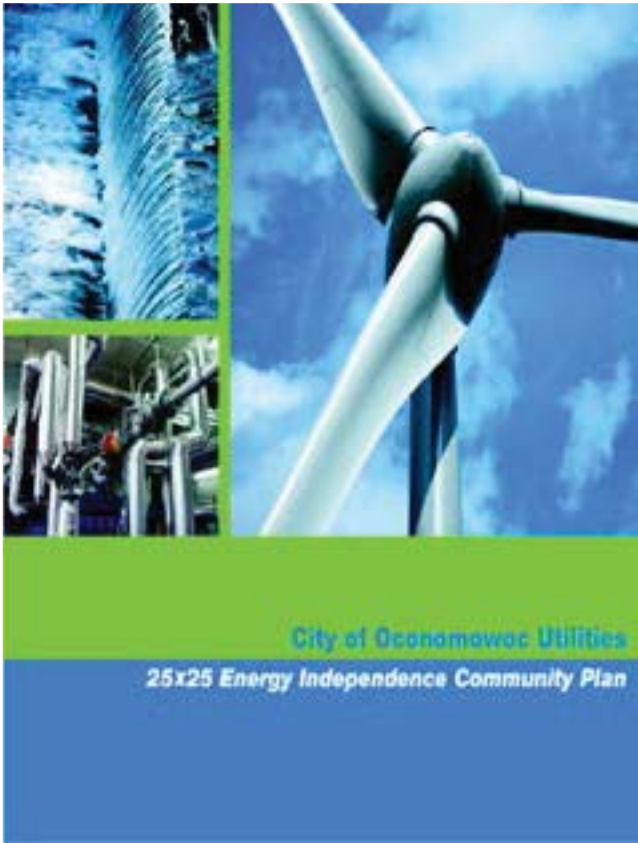
**Goal:** To reduce the impacts of energy-use through the encouragement of energy conservation and the use of renewable energy sources.

Objective 1: Follow the Oconomowoc Utilities 25x25 Plan.

Rationale: By continuing to follow the recommendations in the 25 x 25 plan, Oconomowoc is showing that it is committed to energy reduction and to the generation of renewable energy in the near future. In the process of following the 25 x 25 plan, Oconomowoc and Oconomowoc Utilities can take the initiative of leading by example and educating the public to the benefits of energy reduction.

- Strategy 1.1: Increase the use of renewable energy and renewable fuels by 25% by 2025.**
- Strategy 1.2: Increase and promote public awareness regarding the benefits of increased energy conservation, energy efficiency, and renewable energy use.**

The 25x25 plan is a great first step in implementing renewable energy. By following the plan, Oconomowoc can begin to effectively use and promote renewable energy while simultaneously educating the public to its benefits. Many of the goals within the 25 x 25 plan have been implemented successfully since 2009 and following through to 2025 will provide Oconomowoc with a great baseline with which to work toward energy independence in the future.



Objective 2: Increase energy efficiency awareness for residents and business owners.

Rationale: Energy reduction begins with energy efficiency. Yet, many people are unaware of what measures they can take to make their home more energy efficient. The first step in the process is education. By educating adults and children to the benefits of energy efficiency and the often simple steps they can take will increase energy efficiency in the community and will lead to less energy use in the future.

- Strategy 2.1: Educate the public to the benefits of energy use audits.**

Continue efforts with Oconomowoc Utilities to educate the public about the benefits of home energy audits. Set aside portions of the year where audits are discounted and actively promoted for all Oconomowoc Utilities customers. Advertising audits can be done through Oconomowoc Utilities to all of its customers, either through email or on their monthly bill.
- Strategy 2.2: Initiate a partnership between Oconomowoc Utilities and Oconomowoc High School AP Environmental Education class.**

Initiating this partnership will begin a sustainable educational effort in which future generations will understand the importance of sustainable energy practices.
- Strategy 2.3: Buy an old or vacant house and install energy efficient materials, technology, etc as a demonstration house for residents.**

By tracking energy reduction and promoting success of the demonstration house, Oconomowoc can effectively show the public the benefits of energy reduction in their home.

Energy reduction efforts within the community may have a positive effect on the community if local auditors and contractors are hired to do energy efficiency projects. Additionally, local hardware and supply stores will benefit from an increase in purchases.



Objective 3: Install and make visible renewable energy sources in the city.

Rationale: While the 25x25 plan lays the groundwork for becoming more energy efficient, it does not require renewable energy sources to be visible in the community. Doing so will set an example within the city as well as provide a platform to educate the community as to the benefits of renewable energy. Therefore this objective not only works to fulfil the requirements of the 25x25 plan, but to also visibly show how renewable energy can be incorporated into the everyday lives of the community.

**Strategy 3.1: Install solar panels on city all owned facilities- owned and operated by Oconomowoc Utilities.**

This strategy serves two purposes. First it is a renewable energy source for the city, second it is a visible example of renewable energy being used in the community. Solar panels can be used for either electricity or hot water. Several buildings, such as the new fire station, have incorporated this technology already.

**Strategy 3.2: Install a wind turbine in the City that directly contributes to the city’s power grid. The turbine will be owned and operated by Oconomowoc Utilities.**

This strategy serves two purposes. First it is a renewable energy source for the city, second it is a visible example of renewable energy being used in the community.

**Strategy 3.3: Track energy generation and the effects on community energy bills.**

By promoting the success and calculating the expected payback of these renewable energy sources, the city and utility can show the public that these are viable energy sources for privately owned homes and businesses.

Objective 3: Install and make visible renewable energy sources in the city.

**Strategy 3.4: Partner with local businesses, and install solar panels on large flat-roofed commercial and industrial buildings.**

Under this strategy, the solar panels would be owned and operated by Oconomowoc Utilities. While energy generated would go to the overall grid, (not directly to the business) the business may receive a discount on its energy bill for the use of the roof space. The strategy creates a partnership in which the city has space to implement renewable energy and the business has the opportunity promote its support of renewable energy.



Objective 4: Reduce public and private energy consumption throughout Oconomowoc by 10% by 2018.

Reducing city-wide energy use by ten percent by 2018 not only provides a realistic goal, but shows that Oconomowoc can lead the charge of energy reduction in the community. Taking the initiative in providing a visual example of renewable energy sources will generate support for renewable energy and help Oconomowoc’s overall goal of becoming more energy independent by 2025.

**Strategy 4.1: Reduce energy consumption in city owned buildings where possible.**

- Identify sources of standby power and make sure that all office computers are set to hibernate after a set time period (Ex. 15 Minutes).
- Encourage employees to turn off power to computers and office equipment at night before they leave.
- Institute a city “lights-out” program that turns off non-essential lights between Midnight and 6am.

**Strategy 4.2: Encourage homeowners to decrease energy consumption and make their home energy efficient.**

- Incentivize energy reduction by promoting citizens who have made successful upgrades to their homes.
- Keep up to date on what programs are available and remain knowledgeable as to where residents can get money for home improvements.

**Middleton, Wisconsin  
Energy Efficiency**

The City of Middleton, Wisconsin has taken numerous measures to reduce energy and educate the public as to the monetary and environmental savings associated with these measures. Foremost though, is the lead the city is taking in terms of energy efficiency, going as far as ensuring that computers in City offices hibernate after being inactive for 15 minutes. Another option is to turn off all non-necessary lights in the city overnight. Middleton understands that if enough small steps are taken a major goal can be accomplished in a relatively short time. This section incorporates several of their ideas to achieve greater energy efficiency.

Objective 4: Reduce public and private energy consumption throughout Oconomowoc by 10% by 2018.

**Strategy 4.3: Implement smart meters and interactive energy bills to help customers better track usage trends.**

- Oconomowoc Utilities will make smart meters available to homes and businesses who wish to purchase smart meters. Smart meters allow the home or business owner to view energy data on a home PC.
- Oconomowoc Utilities will create an online web application that allows users to track their water and electric usage over time. Doing so will help businesses and home owners identify opportunities for efficiency improvements. Likewise, it helps the home or business owner to calculate their return on investment after making home improvements. While this may not be immediately popular, if a home or business sees the benefits from a neighbor, they will be motivated to participate.

**Strategy 4.4: Mandate efficiency improvements to bring buildings into compliance with current codes at the point of sale to buyers who are investing in property that uses resources affordably and efficiently.**

- Mandating efficiency improvements will improve the housing stock in the city. Not only will less energy be required to operate these homes, the improvements will help raise property taxes within the city.

**Funding**

**Focus on Energy**

Focus on Energy has many programs that can help business and home owners achieve greater energy efficiency. Visit their website at [www.focusonenergy.com](http://www.focusonenergy.com) to learn more.

**U.S. Department of Energy**

The U.S. Department of Energy also provides programs for business and home owners to achieve energy efficiency through tax incentives and rebates. Visit their website at [www.energystar.gov](http://www.energystar.gov) to learn more.

# Water

Oconomowoc is in the heart of Lake Country and protecting the bodies of water that much of the city sits on is important to maintain property values and the quality of life that have drawn people to the area for over 100 years. To continue Oconomowoc’s path to sustainability, the city must examine and implement practices to protect its waterways, protect its drinking water, and decrease per capita water usage.

**Goal: Protect the water resources of Oconomowoc to ensure the continued quality of drinking water and preserve the quality of the natural features, including Lac la Belle, Fowler Lake, Oconomowoc River, and other surface and groundwater sources.**



Objective I: Improve Surface Water Quality

**Rationale:** The lakes have been a draw and boon to the community of Oconomowoc and the protection of the lakes as a source of recreation, natural beauty, and health are necessary to protecting the character and future of Oconomowoc. The water qualities of the lake have been evaluated as “very good” but fish populations are dwindling and there are increasing problems with oxygen depletion and algal blooms, largely created by development near the lakes.

**Strategy I.1: Work with neighboring communities and the Lac la Belle Management District to implement recommendations from SEWRPC’s Lac la Belle Water Quality Plan.**

SEWRPC’s plan made recommendations concerning land use, stormwater mitigation, and strategies to reduce pollutants entering the lake. The City of Oconomowoc should work with neighboring communities to implement recommendations that will help to preserve the quality and recreational aspects of Lac la Belle- an important community asset.

**Strategy I.2: Incorporate Green Infrastructure into building design guidelines.**

Guidelines should be put in place for new developments to absorb the first ½ inch of rain during a storm. Using green infrastructure can beautify the development, reduce pollutants in runoff and help to protect local bodies of water.

**Strategy I.3: Investigate the impact of motorboats on the lakes**

Lac la Belle is a popular destination for people to take their motorboats and many people living on the lake have their own motorboats, but the City should conduct a study to see what kind of negative effects their use is having on water quality.

Objective I: Improve Surface Water Quality

**Strategy I.4: Enhance resident education and city enforcement of the city’s ban on phosphorus fertilizers**

In 2009, Act 9 banned the use of fertilizers that contained phosphorus or phosphates in the state of Wisconsin. Section 8.13 of Oconomowoc municipal code reiterates the ban and, for the most part, is identical to Act 9. Where Act 9 and the Oconomowoc ban differ is a small clause where Oconomowoc ordinance states that no fertilizer can be applied within 20 feet of a wetland, pond, river, shore line, or any high water mark as established by the Oconomowoc municipal code states the Department of Public Works is responsible for enforcing or designating someone to enforce the phosphorus regulation. Both plans permit the use of a phosphorus-based fertilizer in certain situations. For Example, a licensed soil tester could determine that a lawn is in need of phosphorus. Currently the Department of Public Works is responsible for enforcing the phosphorus ban, although stakeholders felt there is not enough being done to enforce the ban.

**Strategy I.5: Consider the use of environmentally friendly deicing agents**

Several cities and counties across the country have used salt-free alternatives to de-ice roads and sidewalks. Salt used for de-icing roads eventually makes its way into local bodies of water, harming water quality and fish populations. The City of Oconomowoc should find ways to reduce the amount of salt entering bodies of water through the use of environmentally friendly deicing agents.



Fowler Lake

Objective 1: Improve Surface Water Quality

Chicago, Illinois  
Geomelt

In 2008 the City of Chicago experimented with a mixture of salt and beet juice for deicing roads. The mixture, popularly known as “geomelt” is less harmful to local waterways and is more effective than regular salt at lower temperatures. Regular salt loses its effectiveness below 25°F, but geomelt maintains its effectiveness to -25°F. Using geomelt instead of just rock salt helped to reduce the amount of salt used on roadways by 30% in Chicago and was less corrosive than simple rock salt. The main complaints about geomelt, however, have been its expense (beet juice costs \$8 million/ton) and its aesthetically unpleasing brown color.

**Strategy 1.6: Educate residents and businesses on the impacts of salt-use for deicing**

Residents and businesses may be unaware of the environmental impacts of the salt they use to melt their sidewalks and driveways. Informing them of the impacts of salt as well as the alternatives available can help to reduce the amount of salt entering local bodies of water.

**Strategy 1.7: Inspect homes and businesses that are suspected of connecting their sub-pumps to wastewater pipes to reduce overflows**

During storms, Oconomowoc’s wastewater treatment plant is often overwhelmed with the increased intake, largely caused by residents connecting their sub-pumps to wastewater pipes. The City should enforce the ordinance that bans illegal connections such as these to wastewater pipes by inspecting properties suspected of violations.

Objective 2: Improve Stormwater Management

Rationale: One of the threats to the area’s waterways is from stormwater run-off carrying pollutants. Many areas of the city complain of flooded streets and lawns during storms due to poor stormwater management practices. Lakes and streams suffer from pollutants such as pesticides, fertilizers, salt, and chemicals being carried into them by run-off. It is necessary for the city to address stormwater management and mitigation as growth and development to continue to protect the assets of the community.

**Strategy 2.1: Provide incentives to developers to create on-site stormwater retention facilities.**

Developers may be more willing to design new developments with stormwater mitigation strategies if incentives are given, either through financial benefits or streamlining permit applications.

Grayslake, Illinois  
Prairie Crossing

Prairie Crossing in Grayslake, Illinois, is a new development of more than 300 residences which concentrated buildings to reduce the amount of impervious surfaces being installed. Stormwater at the site is funneled down a number of swales with native plants to prairies and then into wetlands. The result is less pollutants entering local waterways and a \$1.6 to \$2.7 million savings for the developer.



Objective 2: Improve Stormwater Management

Strategy 2.2: Incorporate permeable pavement where appropriate.

Evaluate areas that may benefit from incorporating permeable pavement: parking lots, trails, alleys, or any other place to help mitigate stormwater.

Strategy 2.3: Increase support for private implementation of rain barrels and rain gardens.

Waukesha County currently has a program that makes rain garden plants and rain barrels available at reduced costs; which is available to residents of Oconomowoc. The City of Oconomowoc should consider a further incentive, perhaps a rebate, for residents to purchase and implement rain gardens and rain barrels.

Strategy 2.4: Educate residents on the effects of stormwater and the best practices for landscaping.

Residents should be made more aware of the effects of impervious pavement and landscaping practices as they relate to stormwater.



Ran Barrels in Baltimore, MD

Objective 2: Improve Stormwater Management

Strategy 2.5: Remove any barriers to the implementation of green infrastructure

Any ordinances that hinder the development of green infrastructure should be responsibly removed from the City’s Zoning Code.

Strategy 2.6: Consider an award for homes and businesses with the best stormwater management practices

Homes and businesses that have landscaping or other infrastructure that effectively deals with their property’s stormwater should be promoted and celebrated. The City can evaluate the possibility of incentives or Greener Oconomowoc can lead a “Green House Tour” to display the efforts of residents and businesses.

Strategy 2.7: Encourage the planting of trees on public and private properties

Trees can provide many benefits to a property, including increasing the capacity for mitigating stormwater. Encouraging the planting of trees on private property and increasing the planting of trees on public lands can help to mitigate stormwater run-off.

Strategy 2.8: Implement strategies to cool surfaces

Standard, uncovered asphalt surfaces absorb 80 to 95% of energy from sunlight, causing them to get very hot on sunny days. As stormwater runs over these surfaces, it heats up, and upon entering bodies of water, can do damage to the ecosystem. The City of Oconomowoc can reduce this effect by using trees to shade paved surfaces, promote painting roofs in “cooler” colors, and promote the use of “cool pavements” when constructing or resurfacing trails, sidewalks, and parking lots.

Objective 3: Improve Groundwater/Drinking Water Quality.

Rationale: Maintaining a healthy source of water and providing residents and businesses with safe drinking water is essential to maintain Oconomowoc’s growth and quality of life.

**Strategy 3.1: Monitor the impacts of new developments on groundwater.**

New developments should be monitored by the Department of Public Works or the Public Utilities to ensure their impacts do not negatively affect groundwater quality.

**Strategy 3.2: Continue and expand inspections of potential sources of water pollution.**

Utilities staff should continue their cross connection surveys and expand their surveys to include other possible sources of pollution, including stormwater run-off and illegal connections to wastewater pipes.

**Strategy 3.3: Continue to monitor and address drinking water quality and any issues that arise.**

The water utility should continue to monitor drinking water quality to ensure the safety of users and monitor for possible sources of contamination.



Fowler Lake

Objective 4: Increase Water Conservation.

Rationale: Increasing water conservation in the area can help to both reduce stresses on wastewater systems and energy. Forty percent of the country’s energy use goes towards the pumping and transportation of water. Oconomowoc has already taken steps to make their utilities more energy-efficient, but To reduce energy use, reducing water usage is key.

**Strategy 4.1: Provide rebates for residents purchasing efficient-use fixtures.**

Residents should receive incentives for purchasing fixtures and appliances that use less water to encourage the use of efficient fixtures.

**Strategy 4.2: Educate residents on the need to conserve water.**

Oconomowoc residents may not be aware of all the impacts of their water use: energy usage, treatment, etc. Providing greater education to residents may make them more aware of the hidden costs and effects of unnecessary water usage.

**Strategy 4.3: Encourage buildings to be designed or retrofitted for maximum water use efficiency.**

Many new and existing buildings could be constructed or retrofitted to make the building’s overall water usage decrease.

**Strategy 4.4: Install water saving fixtures in public buildings.**

Low-flow toilets, automatic sinks and fountains, and other fixtures should be installed in public buildings, both to conserve water and serve as an example for residents and businesses.



Objective 4: Increase Water Conservation

Strategy 4.5: Alter utility rates so higher users pay higher rates

Currently, city utilities charge users a lower rate for higher amounts of water consumption. Reversing this can help to encourage residents and businesses to use less water.

Strategy 4.6: Implement grey water strategies at city buildings as an example to residents and businesses.

Grey water strategies are increasingly feasible and can help to conserve enormous amounts of water. Implementing grey water strategies in city buildings can be used to encourage residents and businesses to do the same.

Greywater

Greywater systems involve recycling water that was used in sinks, showers, or washing machines that have residual grease, cleaning products, and hair, but can still be used as a beneficial source for watering gardens and lawns



and can help to reduce water-use. Home owners effectively utilizing greywater systems can reduce their water use by 40%.

A greywater irrigation system to be covered by mulch.

Funding

Water Pollution Funding

In addition, the National Science Foundation offers a funding opportunity for issues related to water pollution. Currently the City could apply to revive up to a million dollars to study issues related to hydrologic sciences. For more information visit [www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=nsf13531](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf13531).

EPA

Clean Water Revolving State Fund, Drinking Water State Revolving Fund, Five Star Restoration Grant

Department of Natural Resources

Clean Water Fund Program, Community Development Block Grant Program, Safe Drinking Water Loan Program

USDA

Guaranteed Water and Environmental Program

Waukesha County

Educational Materials

Lac la Belle Management District

Shoreline Restoration Program

Wisconsin Association of Lakes

Shoreline Restoration Program

Wisconsin Department of Administration

Intergovernmental Relations Program

# Appendix

- Brochure
- Case Studies
  - Sun Prairie
  - West Allis
  - Middleton
- Survey
- Certification
  - Green Star
  - Green Tier
  - Leadership in Energy and Environmental Design (LEED)
  - Green Travel

# Brochure





Simple steps you can take to save money and make your home or business environmentally friendly and energy efficient

# Living Responsible



Oconomowoc City Planning Department  
262-569-2166

Oconomowoc Chamber of Commerce  
262-567-2666

Greener Oconomowoc  
greeneroconomowoc@gmail.com

Wisconsin Focus On Energy  
1-800-762-7077

- Offer incentives for customers and employees to carpool or get to work without an automobile.
- Reduce the amount of space devoted to parking or consider making your parking lot pervious to rain water.
- Consider if an automobile is necessary for each trip you make
- Consider purchasing an electric or hybrid vehicle that can save money on gasoline.

For businesses:

Automobiles may be a fast and convenient way to move, but that convenience often comes at a cost. In order to live a more sustainable life-style consider alternative transportation choices.

For residents:

For residents:



## TRANSPORTATION



## CONTACTS

To learn more about energy and water conservation or the efforts your community is currently involved in, contact the following organizations.

Oconomowoc Utilities  
262-569-2196

Greener Oconomowoc  
greeneroconomowoc@gmail.com

Wisconsin Focus On Energy  
1-800-762-7077

Oconomowoc Chamber of Commerce  
262-567-2666

Oconomowoc City Planning Department  
262-569-2166

## ENERGY EFFICIENCY

Working to improve how a building uses energy can help the environment and your wallet.

There are several easy things that you can do to make your home or business more energy efficient:

- Oconomowoc Utilities provides affordable home and business energy audits.
- The New Homes Program through Focus on Energy connects you with a contractor that builds energy efficient homes.
- The Appliance Recycling Program offers \$50 and free pick-up of inefficient refrigerators.
- Save up to 35% on costs by replacing old, inefficient HVAC systems.
- Install energy-efficient light bulbs that can help to save money over the life of the light-bulb more incentives are offered through Focus on Energy.

FOCUS ON ENERGY				WISCONSIN ENERGY			
LIGHT BULBS				WATER SAVING			
Incandescent	Compact Fluorescent	LED	Energy Star	Standard	Low Flow	Variable	Variable
40W 5.4, 8.2, 11 hrs	13W 11, 15, 19 hrs	10W 10, 15, 20 hrs	10W 10, 15, 20 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
60W 8.2, 12.3, 16.4 hrs	19W 15, 20, 25 hrs	15W 15, 20, 25 hrs	15W 15, 20, 25 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
75W 9.9, 14.8, 19.7 hrs	26W 20, 25, 30 hrs	20W 20, 25, 30 hrs	20W 20, 25, 30 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
100W 13.2, 19.8, 26.4 hrs	34W 25, 30, 35 hrs	25W 25, 30, 35 hrs	25W 25, 30, 35 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
150W 19.8, 29.7, 39.6 hrs	50W 35, 40, 45 hrs	35W 35, 40, 45 hrs	35W 35, 40, 45 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
200W 26.4, 39.6, 52.8 hrs	67W 45, 50, 55 hrs	45W 45, 50, 55 hrs	45W 45, 50, 55 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
250W 33, 49.5, 66 hrs	83W 55, 60, 65 hrs	55W 55, 60, 65 hrs	55W 55, 60, 65 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
300W 39.6, 59.4, 79.2 hrs	100W 65, 70, 75 hrs	65W 65, 70, 75 hrs	65W 65, 70, 75 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
350W 46.2, 69.3, 92.4 hrs	117W 75, 80, 85 hrs	75W 75, 80, 85 hrs	75W 75, 80, 85 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
400W 52.8, 79.2, 105.6 hrs	133W 85, 90, 95 hrs	85W 85, 90, 95 hrs	85W 85, 90, 95 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
450W 59.4, 89.1, 118.8 hrs	150W 95, 100, 105 hrs	95W 95, 100, 105 hrs	95W 95, 100, 105 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
500W 66, 99, 132 hrs	167W 105, 110, 115 hrs	105W 105, 110, 115 hrs	105W 105, 110, 115 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
550W 72.6, 108.9, 145.2 hrs	183W 115, 120, 125 hrs	115W 115, 120, 125 hrs	115W 115, 120, 125 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
600W 79.2, 118.8, 158.4 hrs	200W 125, 130, 135 hrs	125W 125, 130, 135 hrs	125W 125, 130, 135 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
650W 85.8, 128.7, 171.6 hrs	217W 135, 140, 145 hrs	135W 135, 140, 145 hrs	135W 135, 140, 145 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
700W 92.4, 138.6, 184.8 hrs	233W 145, 150, 155 hrs	145W 145, 150, 155 hrs	145W 145, 150, 155 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
750W 99, 148.5, 198 hrs	250W 155, 160, 165 hrs	155W 155, 160, 165 hrs	155W 155, 160, 165 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
800W 105.6, 158.4, 211.2 hrs	267W 165, 170, 175 hrs	165W 165, 170, 175 hrs	165W 165, 170, 175 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
850W 112.2, 168.3, 224.4 hrs	283W 175, 180, 185 hrs	175W 175, 180, 185 hrs	175W 175, 180, 185 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
900W 118.8, 178.2, 237.6 hrs	300W 185, 190, 195 hrs	185W 185, 190, 195 hrs	185W 185, 190, 195 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
950W 125.4, 188.1, 250.8 hrs	317W 195, 200, 205 hrs	195W 195, 200, 205 hrs	195W 195, 200, 205 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1000W 132, 198, 264 hrs	333W 205, 210, 215 hrs	205W 205, 210, 215 hrs	205W 205, 210, 215 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1050W 138.6, 207.9, 277.2 hrs	350W 215, 220, 225 hrs	215W 215, 220, 225 hrs	215W 215, 220, 225 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1100W 145.2, 217.8, 290.4 hrs	367W 225, 230, 235 hrs	225W 225, 230, 235 hrs	225W 225, 230, 235 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1150W 151.8, 227.7, 303.6 hrs	383W 235, 240, 245 hrs	235W 235, 240, 245 hrs	235W 235, 240, 245 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1200W 158.4, 237.6, 316.8 hrs	400W 245, 250, 255 hrs	245W 245, 250, 255 hrs	245W 245, 250, 255 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1250W 165, 247.5, 330 hrs	417W 255, 260, 265 hrs	255W 255, 260, 265 hrs	255W 255, 260, 265 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1300W 171.6, 257.4, 343.2 hrs	433W 265, 270, 275 hrs	265W 265, 270, 275 hrs	265W 265, 270, 275 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1350W 178.2, 267.3, 356.4 hrs	450W 275, 280, 285 hrs	275W 275, 280, 285 hrs	275W 275, 280, 285 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1400W 184.8, 277.2, 369.6 hrs	467W 285, 290, 295 hrs	285W 285, 290, 295 hrs	285W 285, 290, 295 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1450W 191.4, 287.1, 382.8 hrs	483W 295, 300, 305 hrs	295W 295, 300, 305 hrs	295W 295, 300, 305 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1500W 198, 297, 396 hrs	500W 305, 310, 315 hrs	305W 305, 310, 315 hrs	305W 305, 310, 315 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1550W 204.6, 306.9, 409.2 hrs	517W 315, 320, 325 hrs	315W 315, 320, 325 hrs	315W 315, 320, 325 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1600W 211.2, 316.8, 422.4 hrs	533W 325, 330, 335 hrs	325W 325, 330, 335 hrs	325W 325, 330, 335 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1650W 217.8, 326.7, 435.6 hrs	550W 335, 340, 345 hrs	335W 335, 340, 345 hrs	335W 335, 340, 345 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1700W 224.4, 336.6, 448.8 hrs	567W 345, 350, 355 hrs	345W 345, 350, 355 hrs	345W 345, 350, 355 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1750W 231, 346.5, 462 hrs	583W 355, 360, 365 hrs	355W 355, 360, 365 hrs	355W 355, 360, 365 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1800W 237.6, 356.4, 475.2 hrs	600W 365, 370, 375 hrs	365W 365, 370, 375 hrs	365W 365, 370, 375 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1850W 244.2, 366.3, 488.4 hrs	617W 375, 380, 385 hrs	375W 375, 380, 385 hrs	375W 375, 380, 385 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1900W 250.8, 376.2, 501.6 hrs	633W 385, 390, 395 hrs	385W 385, 390, 395 hrs	385W 385, 390, 395 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
1950W 257.4, 386.1, 514.8 hrs	650W 395, 400, 405 hrs	395W 395, 400, 405 hrs	395W 395, 400, 405 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2000W 264, 396, 528 hrs	667W 405, 410, 415 hrs	405W 405, 410, 415 hrs	405W 405, 410, 415 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2050W 270.6, 405.9, 541.2 hrs	683W 415, 420, 425 hrs	415W 415, 420, 425 hrs	415W 415, 420, 425 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2100W 277.2, 415.8, 554.4 hrs	700W 425, 430, 435 hrs	425W 425, 430, 435 hrs	425W 425, 430, 435 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2150W 283.8, 425.7, 567.6 hrs	717W 435, 440, 445 hrs	435W 435, 440, 445 hrs	435W 435, 440, 445 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2200W 290.4, 435.6, 580.8 hrs	733W 445, 450, 455 hrs	445W 445, 450, 455 hrs	445W 445, 450, 455 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2250W 297, 445.5, 594 hrs	750W 455, 460, 465 hrs	455W 455, 460, 465 hrs	455W 455, 460, 465 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2300W 303.6, 455.4, 607.2 hrs	767W 465, 470, 475 hrs	465W 465, 470, 475 hrs	465W 465, 470, 475 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2350W 310.2, 465.3, 620.4 hrs	783W 475, 480, 485 hrs	475W 475, 480, 485 hrs	475W 475, 480, 485 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2400W 316.8, 475.2, 633.6 hrs	800W 485, 490, 495 hrs	485W 485, 490, 495 hrs	485W 485, 490, 495 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2450W 323.4, 485.1, 646.8 hrs	817W 495, 500, 505 hrs	495W 495, 500, 505 hrs	495W 495, 500, 505 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2500W 330, 495, 660 hrs	833W 505, 510, 515 hrs	505W 505, 510, 515 hrs	505W 505, 510, 515 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2550W 336.6, 504.9, 673.2 hrs	850W 515, 520, 525 hrs	515W 515, 520, 525 hrs	515W 515, 520, 525 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2600W 343.2, 514.8, 686.4 hrs	867W 525, 530, 535 hrs	525W 525, 530, 535 hrs	525W 525, 530, 535 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2650W 349.8, 524.7, 699.6 hrs	883W 535, 540, 545 hrs	535W 535, 540, 545 hrs	535W 535, 540, 545 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2700W 356.4, 534.6, 712.8 hrs	900W 545, 550, 555 hrs	545W 545, 550, 555 hrs	545W 545, 550, 555 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2750W 363, 544.5, 726 hrs	917W 555, 560, 565 hrs	555W 555, 560, 565 hrs	555W 555, 560, 565 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2800W 369.6, 554.4, 739.2 hrs	933W 565, 570, 575 hrs	565W 565, 570, 575 hrs	565W 565, 570, 575 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2850W 376.2, 564.3, 752.4 hrs	950W 575, 580, 585 hrs	575W 575, 580, 585 hrs	575W 575, 580, 585 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2900W 382.8, 574.2, 765.6 hrs	967W 585, 590, 595 hrs	585W 585, 590, 595 hrs	585W 585, 590, 595 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
2950W 389.4, 584.1, 778.8 hrs	983W 595, 600, 605 hrs	595W 595, 600, 605 hrs	595W 595, 600, 605 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3000W 396, 594, 792 hrs	1000W 605, 610, 615 hrs	605W 605, 610, 615 hrs	605W 605, 610, 615 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3050W 402.6, 603.9, 805.2 hrs	1017W 615, 620, 625 hrs	615W 615, 620, 625 hrs	615W 615, 620, 625 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3100W 409.2, 613.8, 818.4 hrs	1033W 625, 630, 635 hrs	625W 625, 630, 635 hrs	625W 625, 630, 635 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3150W 415.8, 623.7, 831.6 hrs	1050W 635, 640, 645 hrs	635W 635, 640, 645 hrs	635W 635, 640, 645 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3200W 422.4, 633.6, 844.8 hrs	1067W 645, 650, 655 hrs	645W 645, 650, 655 hrs	645W 645, 650, 655 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3250W 429, 643.5, 858 hrs	1083W 655, 660, 665 hrs	655W 655, 660, 665 hrs	655W 655, 660, 665 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3300W 435.6, 653.4, 871.2 hrs	1100W 665, 670, 675 hrs	665W 665, 670, 675 hrs	665W 665, 670, 675 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3350W 442.2, 663.3, 884.4 hrs	1117W 675, 680, 685 hrs	675W 675, 680, 685 hrs	675W 675, 680, 685 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3400W 448.8, 673.2, 897.6 hrs	1133W 685, 690, 695 hrs	685W 685, 690, 695 hrs	685W 685, 690, 695 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3450W 455.4, 683.1, 910.8 hrs	1150W 695, 700, 705 hrs	695W 695, 700, 705 hrs	695W 695, 700, 705 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3500W 462, 693, 924 hrs	1167W 705, 710, 715 hrs	705W 705, 710, 715 hrs	705W 705, 710, 715 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3550W 468.6, 702.9, 937.2 hrs	1183W 715, 720, 725 hrs	715W 715, 720, 725 hrs	715W 715, 720, 725 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3600W 475.2, 712.8, 950.4 hrs	1200W 725, 730, 735 hrs	725W 725, 730, 735 hrs	725W 725, 730, 735 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3650W 481.8, 722.7, 963.6 hrs	1217W 735, 740, 745 hrs	735W 735, 740, 745 hrs	735W 735, 740, 745 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3700W 488.4, 732.6, 976.8 hrs	1233W 745, 750, 755 hrs	745W 745, 750, 755 hrs	745W 745, 750, 755 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3750W 495, 742.5, 990 hrs	1250W 755, 760, 765 hrs	755W 755, 760, 765 hrs	755W 755, 760, 765 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3800W 501.6, 752.4, 1003.2 hrs	1267W 765, 770, 775 hrs	765W 765, 770, 775 hrs	765W 765, 770, 775 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3850W 508.2, 762.3, 1016.4 hrs	1283W 775, 780, 785 hrs	775W 775, 780, 785 hrs	775W 775, 780, 785 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3900W 514.8, 772.2, 1029.6 hrs	1300W 785, 790, 795 hrs	785W 785, 790, 795 hrs	785W 785, 790, 795 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
3950W 521.4, 782.1, 1042.8 hrs	1317W 795, 800, 805 hrs	795W 795, 800, 805 hrs	795W 795, 800, 805 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
4000W 528, 792, 1056 hrs	1333W 805, 810, 815 hrs	805W 805, 810, 815 hrs	805W 805, 810, 815 hrs	1.2 GPM	0.5 GPM	0.5 GPM	0.5 GPM
4050W 534.6, 801.9, 1069.2 hrs	1350W 815, 820, 825 hrs	815W 815, 820, 825 hrs	815W 815, 820, 825 hrs	1.2 GPM	0.5 GPM		



# Case Studies

## Sun Prairie, Wisconsin

### Overview

Sun Prairie is a city in northeast Dane County, Wisconsin, just outside of Madison. Sun Prairie has 29,364 residents and is one of the fastest growing communities in the state. The community’s median income, \$66,395, is relatively high.

The city was founded in 1846, shortly after the founding of Madison, and earned its name after rain-weary settlers, on their way to founding Madison, had their first sunny day while on the prairies of what would later become Sun Prairie. Like many other Midwestern areas, the prairies have dwindled due to development, expanded agricultural areas, and other factors.

Sun Prairie does not have any major lakes or rivers running through it, but does have a number of important environmental areas, including the Patrick Marsh Area.

Sun Prairie also owns its own utilities, the Water and Light Commission, as well as the Water Pollution Control Facility. The City gets all of its water from six wells and gets its energy resources from WPPI and natural gas from WI-Energies.

Sun Prairie is serviced by US 151, which connects directly to Madison, as well as Interstates 90, 94, and 39. The Dane County Regional Airport is also only 10 miles from Sun Prairie’s downtown. The City currently does not have any public transportation, with the exception of a shared-taxi service.

	Sun Prairie	Oconomowoc
Population	29,364	15,579
Median Income	\$66,395	\$71,652
Single-Family Homes	50.80%	69.50%
Housing Units Rented	37.40%	23.00%

Source: US Census

### Sustainability Plan

The City of Sun Prairie does not have a separate Sustainability Plan but does reserve a section of its Comprehensive Plan to increasing the city’s efforts towards sustainability.

Sun Prairie’s Comprehensive Plan was updated in 2009 and included a household survey. The survey did not ask questions directly about “sustainability” but did cover several topics that fall under the same umbrella, including energy conservation, investment in alternative energies, pedestrian-friendly neighborhood design, and city purchases of energy-efficient vehicles. For every measure, support outweighed the opposition among residents.

The plan divides sustainability into eight different areas of focus, often overlapping, with most sections being split between recommendations for the public and private sectors.

### Resource Conservation/Reuse/Recycle

The Resource Conservation/Reuse/Recycle section focuses solely on efforts to affect the behavior of the private-sector.

The plan recommends that the city continue to charge residents with “excess waste” and continue to encourage (and possibly expand) recycling. The plan also recommends that the city offer incentives for energy and water conservation as well as continuing to subsidize compost bins, rain gardens, and rain barrels for residents. Residents and businesses should be educated on measures to help promote resource conservation by providing materials on electronic recycling, energy-efficiency, and related measures.

### Energy Efficiency

The plan recommends that Sun Prairie greatly expand its efforts towards energy efficiency.

For the public-sector, the plan recommends that Sun Prairie investigate the potential for adding energy efficient measures (geothermal heating/cooling, solar lighting, efficient HVAC systems, solar lighting, energy efficient lighting and switches) into all new and retrofitted public buildings. Streetlights are recommended to have LED bulbs. Solar lighting and heating is recommended for park facilities and other “isolated facilities.” Energy audits are recommended for all public buildings. Finally, the city is recommended to educate vehicle operators on the financial and environmental costs of idling vehicles.

For the private-sector, the plan encourages the city to continue offering residents energy audits of their homes and businesses. The city should encourage residents through education to replace appliances and fixtures with more energy-efficient items as well as encouraging businesses to install no-flush bathroom fixtures. The city is also recommended to offer educational encouragement for residents and businesses to install energy-efficient measures.

### Renewable/Alternative Energy

The plan recommends that Sun Prairie greatly expand its use of alternative energies and alter its method to determine the benefit/cost of each item.

For the city, the plan calls for an investigation into the incorporation of renewable energies (solar, wind, geothermal, energy saving switches) into all new and existing public buildings. To accomplish this, the plan calls for an investigation into grants to provide capital. The plan also recommends the city to purchase vehicles run on alternative fuels as well as providing plug-ins for electric vehicles in municipal parking lots. Finally, the plan recommends that the city consider the use of biomass resources for energy generation.

For the private-sector, the plan recommends that the city consider initiatives to make it easier for residents and businesses to use alternative energy sources. This includes streamlining the approval process for citing things like solar panels and wind turbines as well as providing an incentive for the private-sector to use alternative energies.

### Building/Architecture

To promote sustainability in the realm of buildings and architecture, Sun Prairies plan recommends an investigation into the incorporation of energy-efficient measures (energy-

efficient lighting, low-flow bathrooms, efficient HVAC systems,) as well as alternative energies (solar panels, geothermal heating/cooling, passive solar design) and stormwater mitigation measures (rain barrels, pervious paving) in every new and existing public building. The city should also conduct audits of every public building and conduct a feasibility study that includes life-cycle costs for incorporating green technologies. Finally, the city is recommended to implement a policy of recycling waste on construction sites for public buildings.

For the private-sector, the plan recommends the city to encourage residents and businesses to “green” their buildings. This includes educating the private-sector on incentives through newsletters and utility bill fillers. The plan also urges the city to consider making incentives for new buildings to become LEED or Gold Star certified.

Environmental

The Environmental section of the plan focuses on stormwater mitigation as well as protecting environmentally sensitive open spaces.

The plan recommends that the City continue and expand its use of green infrastructure to mitigate stormwater. This includes expanding the planting of native vegetation as well as considering the use of rain barrels and rain gardens on public facilities. The plan also recommends that the City enforce ordinances to protect environmentally sensitive areas (wetlands, flood plains, prairie remnants, etc.) and support efforts to protect natural areas.

To promote environmental protection in the private-sector, the plan recommends that the City educate residents and businesses on best management practices for mitigating stormwater, as well as encouraging more businesses to take part in Green Tier’s erosion control/stormwater management program (currently only one business in Sun Prairie does so.) The plan also recommends that the City adopt ordinances to protect mineral-extraction areas, either by protecting those areas and their resources directly or by requiring that a percentage of the extracted resources remain within the community.

Transportation

Sun Prairie’s plan has a number of recommendations for the local government that center around mitigating the environmental impact of automobiles. The plan recommends that the City consider a number of ride-sharing and public transportation options, both within Sun Prairie and around the region, including a shuttle to Madison. The plan also recommends the continued efforts to promote pedestrian and bicycle-friendly neighborhoods and to make the pedestrian and bicycle networks well-connected.

For the private-sector, the plan recommends that the city continues to encourage ride-sharing and increase public education of the costs and environmental impacts of idling vehicles and unnecessary trips by automobile.

Neighborhood Design/Development/Redevelopment

The plan’s recommendations for this section largely involve keeping the city compact and avoiding further auto-oriented development. This includes emphasizing infill development, avoiding “leapfrog” developments, and implementing a complete streets program.

For the private-sector, the plan recommends the City to continue its policies of encouraging mixed-use developments, New Urbanist principles, pedestrian-friendly development, mixed housing types, and planning for transit. It also recommends the encouragement of solar-friendly neighborhoods and the removal of anything in the City’s ordinances that could be a barrier.

Social/Economic

This section largely applies to the maintenance and extension of Sun Prairie’s past initiatives to promote consumption and production of locally-grown food items and products.

For the city, the plan recommends the continued support of the Farmer’s Market and Community Gardens. It also recommends that the city consider building a second community garden as well as a public market in the downtown to serve as an additional outlet for locally-grown food products. Finally, the plan urges Sun Prairie to cooperate with regional sustainable initiatives.

For the private sector, the plan recommends that the city encourage businesses, restaurants, community events, and local institutions to purchase locally-grown food products. It also recommends the creation of a small business incubator to help produce more job opportunities in the city.

Evaluations

Keys to Success

The recommendations that have been implemented are those with the lowest price tag. For Sun Prairie, this has primarily involved educational items for the city’s website and newsletter. More expensive items, such as a new cooling tower for City Hall, were made possible due to grants from Focus on Energy and other outside sources.

Challenges

More than three years since Sun Prairie adopted its updated Comprehensive Plan, the city has not implemented many of its recommendations related to sustainability. Two recommendations that have met considerable resistance are implementing a complete streets program and implementing alternative energies in city buildings. Complete streets met resistance due to the cost of planning and implementation and alternative energies have been resisted due to the extended payback time.

Lessons Learned

Financial considerations have been the most important factor in determining whether a recommendation was passed or shelved in Sun Prairie. Perhaps better education of the effects of externalities would be helpful in overcoming this hurdle, or looking at life-cycle costs, but capital budgets are stretched thin and municipalities are weary about overcoming the initial price-tag. Lengthy searches for grants and other financial cushions are likely to be necessary to enact sustainable initiatives.

Middleton, Wisconsin

Overview

	Middleton	Oconomowoc
Population	17,442	15,759
Median Income	\$60,337	\$71,652
Single-Family Homes	41.00%	69.50%
Housing Units Rented	40.70%	23.00%

The City of Middleton is a suburb of Madison located on the western shore of Lake Mendota in Dane County. The community grew around Middleton Station, a stop along the railroad from Madison to Prairie du Chien. Both the railroad and station were built in 1856. Grain elevators dotted the railroad around Middleton as agriculture was the first primary economic pursuit. Other business sprang up in the town to provide for the local residents including a blacksmith shop, lumberyards, and stockyards. Dairy farming began in the late 1800s after several consecutive years of low wheat yields. Middleton became a village in 1905 (dropping the “Station” from their name) and became a city in 1963.<sup>1</sup>

Middleton is home to the Middleton Hills neighborhood, one of the first subdivisions in Wisconsin that included the principles of New Urbanism. Middleton Hills consists of approximately 400 single family homes, townhouses, apartments and live/work units.<sup>2</sup> It was designed in 1993 by Andres Duany, who had previously designed a similar community at Seaside, Florida in 1979. New Urbanism espouses the design of livable communities, which is considered beneficial to long-term sustainability. According to Duany, communities should be designed with destinations within walkable distances, civic buildings as landmarks, and open space as playgrounds and parks. New Urbanism sees communities designed this way as an alternative to suburban sprawl.<sup>3</sup>

Sustainability Plan

In 2010, Middleton developed a long-term Sustainability City Plan: a systems approach to making the city efficient, sustainable, and resilient.<sup>4</sup> This plan focuses on seven aspects of sustainability: Energy, Transportation, Land Use, Water, Waste, Economy/Food/Fair Trade, and Public Outreach/Education. The plan was written with a systems approach in mind, meaning the plan describes a process by which performance is gauged and incremental changes are made. There are no specific actions required by the plan. Instead, performance is evaluated at the end of each year and the action plan is adjusted if necessary. The plan also designates which party is responsible for carrying out each action. The plan included an extensive public participation process in its formation. First, the City established a Green Team which held several public working meetings starting in May 2009. A public visioning session was held in July 2009 and a community survey ran from July to September 2009. The plan was subject to a public draft review in May 2010, and was finally adopted by City Council in November 2010.

Energy

The vision statement for energy stated the public’s desire for Middleton to become a leader in energy efficiency and renewable energy use, and to eventually generate all of its energy needs from sources within the City limits. Public survey respondents wanted the City to give out information about energy efficient appliances, home weatherizing, and no-cost tips for saving energy. They also want the City to waive or reduce the building permit fee if the homeowner is installing a renewable energy system, and require more energy efficient building constructions standards in the building code.

The City established short-term and long-term energy goals. By 2020, the City wants to see residential electricity usage per capita, commercial electricity consumed per square foot, and BTUs consumed by municipal uses per square foot per heating degree day all reduced by 10%. They also would like to see municipal electricity consumed per square foot reduced by 20% by 2020. They also set a goal for total electricity and natural gas consumption to remain the same, even with population growth. Short-term goals included installing new LED streetlights and solar panels, adopting a new lighting ordinance and a more strict commercial building code, and using motion sensor lighting in municipal buildings. The City designated City Council, the Building Inspector, and City Administration as responsible parties for most of the energy goals. They are responsible for monitoring and ongoing evaluation.

Transportation

Middleton residents envisioned a future multi-modal transportation network that accommodates the needs of all people regardless of age, ability, or income. Survey respondents were interested in biking and walking as alternative modes of transportation, and specifically wanted the City to be responsible for making these activities safer. They also would be encouraged to walk and bike more if more stores were located closer to where they live, or if more bike paths or marked bike lanes were installed. The City set long-term goals of increasing the percentage of collector streets with either marked bike lanes or sidewalks on both sides of the street. Short-term goals included applying for a TIGER grant for their parking/transit center and adopting a complete streets ordinance, both of which had been finished by the time the Sustainability Plan was published. They also want to evaluate increasing bicycle parking in commercial areas and using hybrid or alternative energy vehicles in the City fleet.

Land Use

Survey respondents wanted to see more commercial businesses within walking distance of residential neighborhoods, and liked the idea of mixed uses for new development. They also stated a preference for infill over green field development. Over time the City wants to increase the proximity of residents to bus stops and grocery stores, and increase the percentage of City land devoted to parks, recreation, open space, and community gardens. In the short-term Middleton wanted to review their zoning and building codes to identify impediments to sustainable practices, and also instituted parking maximums in commercial areas instead of minimums.

Water

Middleton residents were asked about water consumption and storm water management. Residents envisioned a future sustained abundance of clean water resources including surface and ground water. They said that the City already does a good job of managing water quality and promoting infiltration of storm water to recharge ground water supplies. People taking the survey were interested in receiving



information about water efficiency tips, encouraged landscaping with plants that don’t need watering, and wanted rebates for installing low-flow plumbing fixtures. In terms of storm water, residents were interested in learning more about reducing home storm water runoff, caring for their lawn and garden without chemicals, and building rain gardens.

The City recognizes the risk of relying on ground water as a primary source. They set several long-term goals aiming to reduce the amount of ground water pumped, lost, and delivered to all users. The City would specifically like to decrease ground water delivered to residential and commercial users by 10% by 2020. In the short-term, the City evaluated all municipal buildings for both water and pesticide use, explored incentive measures such as rain barrels, analyzed the City golf course for any water efficiency possibilities, and recommended using porous pavement in new development where appropriate.

Waste

This section included responses to survey questions about trash and recycling. The residents chose to focus on the connection of waste to the local economy. They mentioned cycling physical resources in the economy and the profitable reuse of materials, as well as incentives to reduce unnecessary waste. They were more interested in having the City collect compost in a separate container from recycling or trash, rather than receiving information on how to compost at home. The City wants to increase solid waste recycling by 40% by 2015, and reduce total solid waste collected per capita by 10% by the same time. Middleton completed a waste management guide and also implemented an automatic garbage collection system. Other short-term goals were starting a compost collection service and researching the creation of a permanent location for items that can’t be recycled curbside.

Economy, Food, and Fair Trade

This was the shortest section of the Middleton Sustainability Plan. The vision statement reflected the residents’ desire for a sustainable economy including mixed land uses, a stable employment base, and the production of healthy food in the community. There was also a strong desire to see more grocery stores within walking distance of residential neighborhoods. The City had few specific long-term goals for this section, although they want to increase the number of jobs in the city per capita as well as the percentage of Middleton residents working in the City. The City will also track some demographic data including median income and percentage of students on free or reduced lunch at the four elementary schools. Short-term goals only focused on municipal best practices for cleaning and buying supplies.

Public Outreach and Education

Middleton residents preferred that the City communicate with them about sustainability initiatives by email, the City website, or the local newspaper. They saw a strong opportunity in the schools to teach young people about sustainability, and they supported environmental service-learning projects within the schools and other sustainability related presentations at schools or at the library. The City did not have quantified long-term goals for this section, but did mention the need to track participation at the City’s sustainability events and eventually increase this participation. Short-term goals for this section included hosting a Green Home and Business Tour and offering ongoing Green Thursday Sustainability Events to provide a variety of information to Middleton residents.

Evaluations

Keys to Success

For each of the recommendations listed in the Sustainability Plan, there is a group responsible for the execution of that recommendation, which creates built-in accountability. Much of the responsibility is given to the Middleton Sustainability Committee. This committee is made up of nine citizens, three of whom have some expertise in an area of sustainability, one alderperson, and one high school student (non-voting member). The committee advises the Common Council about sustainability and makes recommendations and guidelines regarding specific sustainability opportunities.

Challenges

In the public online survey for the Sustainability Plan, several people expressed concern at the possible expenses of implementing some sustainability practices. They also wanted to know more specific costs of the practices or programs before deciding whether or not they were willing to support them. Many people also expressed concern of duplicating the ongoing efforts of other organizations. The City faces the challenge of data collection, which is crucial to the ongoing monitoring and evaluation of several of the goals in each sustainability areas.

Lessons Learned

In this plan, the City of Middleton made commitments to short-term and long-term goals, and directed specific groups with overseeing each goal. This allowed for accountability among stakeholders and for the long-term tracking of progress. The creation of the Sustainability Committee allows for continued involvement of the public. This committee also ensures that the public is informed about sustainability events in Middleton, such as the Green Thursday seminars and the Clean & Green Middleton recycling event. It was also important in this Sustainability Plan to set achievable and politically feasible goals for each area of sustainability.

West Allis, Wisconsin

Overview

	West Allis	Oconomowoc
Population	60,411	15,579
Median Income	\$44,200	\$71,652

West Allis, WI is a suburb of Milwaukee located directly west of the city. In 1902 the residents of North Greenfield voted to organize their village and called it West Allis. In 1906 the village was chartered as a city with 2,400 acres of land and a population of 2,306. Historically, the city is a manufacturing hub with the largest machinery producing company being the Edward P. Allis Company. When the company moved in 1900, it employed 3000 persons and manufactured \$6,000,000 worth of machinery per year. The success of the Allis Company brought other manufacturers to the area. Today, manufacturing is still a major employer for the area. Two of the largest employers in West Allis today are Quad Graphics and Motor Castings Company. However, as the Southeastern region of Wisconsin continues to transform from the industrial industry to a more commercial industry, the city is forced to rehabilitate and redevelop vacant factories for more commercial operations.

West Allis does not have any major lakes or rivers running through it and has very little open space due to its location as a suburb of Milwaukee. Four major parks are located within the city limits of West Allis with Greenfield Park being the largest of the four.

West Allis does not have its own utilities. West Allis utilizes several Milwaukee entities to supply their residents with water, electricity, and water treatment.

West Allis is serviced by two major interstates in Wisconsin, Interstate 94 and 894. These two interstates run North South and East West providing residents with a variety of options to travel within Southeastern Wisconsin. General Mitchell Airport in Milwaukee is located roughly 13 miles Southeast from West Allis and a smaller County airport located in Waukesha County is located roughly 14 miles West. The City of West Allis utilizes the Milwaukee County Transit System (MCTS) providing an option for residents to get to and from work and other amenities. MCTS allows residents in West Allis a cost affordable option to enjoy other areas of West Allis and Milwaukee County.

Sustainability Plan:

As the city continues to move forward and attract new business opportunities they are making a conscious effort to create a more a sustainable community. In 2009, with the help of UW Milwaukee, they created a sustainability plan to help direct the city and local businesses to become more environmentally friendly and to implement best sustainable practices. The plan focused on opportunities the city could implement as the City government has the ability to have the greatest impact on the environment and is the most appropriate place to implement sustainability. The plan focused on opportunities in: Transportation, Municipal framework, Education and Marketing, Waste Management, Energy, and Local food production. The plan included short term strategies, mid-term strategies and long term strategies. The plan also focused on sustainability opportunities for the private sector and suggested several changes to the municipal code. All suggestions and opportunities focused on initial cost and external benefits to the local population. Although this plan was never approved or completely implemented by the city council, it did create a starting point

for the city to implement more sustainable practices in the comprehensive plan.

Transportation:

The transportation section recommends that West Allis develop a sustainable commuting reward program for City employees to help lead by example to other organizations. The plan also recommends the adoption of a bicycle and pedestrian plan which includes the installation of bike racks in commercial and employment districts. Much of the plan is focused on alternatives the City of West Allis can implement without the help of private developers or investors. Some of the more long term recommendations include the purchase of vehicles that use renewable energy for the city fleet and the use of bio-diesel in the city fleet.

Municipal Framework

The municipal framework section focuses on what the City of West Allis must do to create the necessary framework for the implementation of the recommendations found within their sustainability plan. The section focuses on three short term recommendations and offers on long term recommendation. The three short term locations include the establishment of citizen advisory committee on sustainability, establishing a “Green Team” for employees interested in greening City operations, and the adopting of sustainability as a guide principle into the municipal code.

The long term option addresses the ongoing need and commitment necessary to successfully implement a sustainability program and recommends the City hire a Director of Sustainability to coordinate sustainability initiatives among the departments.

Education and Marketing

Like many municipalities, the City of West Allis struggles when trying to educate and communicate sustainability efforts with its citizens. Often citizens are interested in sustainability opportunities, but do not know all of the options that are available to them. The sustainability plan recommends several short term strategies to help educate and market sustainability to the citizens. The plan recommends the creation of a website dedicated to sustainability and demonstrations at the local farmers market. The city should educate elected official by offering field trips to sustainable efforts within the city and hold a recycling contest for the school district and hold a water reduction contest for the citizens.

Long term opportunities includes working with the State Fair to accommodate bicycles, create an expo booth to market the City’s sustainability initiatives and provide City funded training to learn energy saving techniques to the Department of Public Works and Building Staff.

Waste Management

West Allis is a suburb of Milwaukee and therefore does not have available space for landfills to accommodate waste. This section recommends one short term strategy, two mid-term strategies and two long term strategies to create a more sustainable waste management program. The short term recommendation recommends that all City departments set their printers to duplex by default in an effort to reduce paper waste and save City money. The plan also recommends the introduction of a pilot compost program at the farmers market and the purchase of non-toxic cleaning supplies. Finally, the two long term recommendations suggest the City set a long term goal to reduce paper consumption by 20% and develop a single stream recycling program. These programs are suggested in an effort to reduce waste, improve public health, and increase recycling rates within the City.



Energy

The energy section of the plan is one of the shortest sections of the plan. The section builds off current efforts including the City’s commissioning of an energy audit with Honeywell to identify energy saving opportunities at all of its buildings. The section recommends one mid-term option and one long term option to improve sustainability. The plan suggests that the City of West Allis establish an energy audit program for residential properties and recommends that the City obtain Leadership in Engineering and Energy Design (LEED) or Energy Star certification for all new municipal buildings or major renovations. These options focus on public buildings and things the City of West Allis can do directly to educate citizens, save money, reduce carbon emissions and energy costs.

Local Food Production

Local access to fresh fruit and vegetables improves public health and the City of West Allis currently is the home of the largest farmer’s market in Southeastern Wisconsin. Building on that success, the plan recommends the city identify land for community gardens and hire a City farmer to oversee these community gardens and their compost program. Implementing these recommendations will improve public health and support local businesses.

Private Sector Recommendation

The sustainability plan also focuses on opportunities for private developers and residents to implement more sustainable practices. The plan identifies two main mechanisms to encourage the private sector to implement more sustainable initiatives; incentive programs and regulations that set minimum requirements. The plan recommends a total of seven strategies to help encourage private sector sustainability. The plan recommends a recognition program for businesses who exhibit a commitment to sustainability and the formation of a sustainable business committee within the Chamber of Commerce.

The plan also recommends three mid-term financial incentives to encourage sustainability. The plan recommends that the City provide matching funds for private developers seeking LEED certification and recommends the establishment of a revolving loan fund for businesses looking to make their buildings more sustainable. The plan also recommends regulatory incentives that would reduce permit fees for new developments meeting levels of sustainability.

Finally, the plan recommends that the City encourage a community solar program and require LEED standard construction for any new developments requesting public funding. These options will reduce carbon emissions and promote West Allis as a progressive and sustainable community within the region.

Zoning Recommendations

The sustainability plan recommends a variety of strategies to encourage sustainability through zoning codes. The plan recommends increasing the floor area ratio (FAR) for developments reaching certain LEED levels of certification. The plan also recommends reducing the required parking spaces where mass transit is available and permit the use of structured pervious surfaces on overflow parking. In addition to reducing parking around mass transit, the plan recommends changing the code to require parking maximums rather than parking minimums.

The plan also recommends strategies to encourage open space and urban gardens. The plan recommends that the city accommodate urban agriculture, permits chickens in residential areas, allow green roofs to count as open space and accommodate solar equipment by excluding them when determining building heights. The plan also suggests permitting vegetable and fruit gardens in front yards

in residential areas.

Green Point Program

The plan recommends new developments abide by a “green point” program that is required for new construction, additions and remodels. The mandatory minimums are based on the type of construction and square footage. The program sets a certain number of green points necessary per total square feet of the project. Projects can then earn green points based on site development, building rehabilitation, waste management, energy efficiency, the use of solar, water efficiency, homeowner information, innovation, material efficient framing and structure, and sustainable products. This program is very similar to the LEED program but does not require the extra cost to become LEED certified and focuses on specific sustainability issues facing the City of West Allis.

Funding

The City of West Allis has various funding opportunities to help developers and citizens implement sustainability practices. Many of these funding options focus on energy efficiency and brownfield/ infill redevelopment.

Community Development Block Grants (CDBG) The City of West Allis receives an annual allocation CDBG funds from Housing and Urban Development based on population of Low-to-Moderate Income Individuals. Each year, an annual plan recommended by an appointed Citizen Block Grant Committee is adopted. The plan generally allocated funds to local activities, including economic development, public works improvements, public services and housing rehabilitation projects. In FY2011, the allocation from HUD was \$1.2 million. Eligible activities include; property acquisition, construction of public facilities, special economic development assistance, and commercial rehabilitation. The City’s Economic Development Loan Program and Commercial Façade Improvement Program falls within the CDBG grants.

Tax Incremental Financing (TIF) The City of West Allis currently has 13 established TIF districts within the city. These “pay as you go” programs allow developers to receive financial help and encourage the revitalization of vacant facilities. Redevelopment and TIF’s are guided by the Community Development Authority (CDA) and their primary tasks include removal of blight and environmental contamination that affect the redevelopment of the city.

West Allis Downtown Energy Program: The City has partnered with the Department of Energy, We Energies, Focus on Energy and the Downtown West Allis Business Improvement District on a unique low interest (1.5%) loan program that allows Downtown Business owners to make energy efficiency improvements without using any out of pocket money. The City loans the business the money for the energy efficiency improvements and the owner pays back the City an amount equal to the expected annual energy savings as a special charge on their property bill tax. Starting in 2011, the City has loaned out \$142,473 to local businesses and expects a cumulative energy savings of \$9,013 per year.

Evaluations

Keys to Success

Leadership

The effort to create a more sustainable City and improve energy efficiency is fully supported by the Mayor. Mayor Dan Devine is a major proponent and driver of all new projects including sustainability. His efforts are further supported by the City Council and the City staff. Through the Mayor’s leadership, the City has supported more infill development projects, created additional TIF’s supporting development, and implemented sustainable practices in the 2030 plan.

Public and Private Sector Involvement

The City of West Allis has attracted a number of private developers who are willing to adhere to the strict regulations involved in redeveloping brownfield sites. The relationships built between the public and private sector has created an opportunity to implement more sustainable practices and redevelop the blighted areas of the City. The City has created various funding opportunities to help private investors offset the costs of redeveloping buildings and implementing sustainable practices.

Funding Opportunities

Private developers have a trouble implementing sustainability practices unless it shows an increase in their properties value or a direct return on investment. The City of West Allis has created several avenues to help offset the costs of sustainability initiatives that may not show a direct return on investment. These funding options have made sustainability possible for a variety of local businesses and private developments that would not have happened otherwise.

Challenges

Education

Although the City has created an alliance with local schools to implement rain gardens and community gardens on school grounds, the City lacks an overall education on sustainability practices and their impact on the community. The citizens are unaware of the sustainability projects being completed in the city and the impact they have on future maintenance and energy costs and the economic impact they create for the area. The lack of education has resulted in lower public participation and innovation in sustainability and a lack of support on sustainability measures that do not directly result in the reduction of maintenance or energy costs and increased land value.

Public Participation

The City currently does not have any independent groups who undertake or promote sustainability practices within the community. All sustainability issues are currently promoted and enforced by the city. This lack of participation may be the result of the lack of education opportunities for community members to learn about sustainability and the things they can implement in their communities.

Economic Downturn/ Cost

Implementing sustainability practices during a recession is difficult. The City Council will not implement sustainable practices that do not decrease maintenance costs or reduce energy costs for the city. All

innovative ideas and sustainable programs must show the financial advantages. Private developers are hesitant to implement sustainable practices unless it increases their land value or shows a direct return on investment. Private developers believe that a more sustainable facility does not increase their ability to rent apartments or attract tenants.

Image of West Allis

The past history of industrial and manufacturing jobs in the City has created a blue collar image of West Allis that has been difficult to change. The regions view of West Allis is one with high manufacturing companies that has created a less than pleasing environment for commercial opportunities, some dubbing the area as “Dirty Stallis”. As the City works diligently to change this image, the blue collar image creates difficulty in attracting new development and business opportunities. The City development department fears that mandating sustainability on new developments and redevelopments may further deter investment in their City as those opportunities will simply go to a neighboring City without sustainability requirements. The costs of redeveloping a brownfield site are already costly when compared to those on a greenfield site. Additional requirements for sustainability may force investors to reconsider and therefore the City is hesitant on mandating sustainability and currently only recommends sustainability options for developers.

Lessons Learned

The idea of sustainability and protecting the environment is an easy idea for people to get behind and support. However, if there is not a financial advantage or a reduction in costs in the long run, it is very unlikely that developers, both public and private, will adopt sustainability practices. This reality makes it difficult to mandate any sustainable initiatives for future developments. With the economy in a recession and fierce regional competition, municipalities worry that mandating and forcing developments to implement sustainable strategies that do not show a return on investment will force developments to entertain better financial opportunities in neighboring municipalities.

With higher government costs and a lower tax base, municipalities do not have the funds to offer developers financial incentives to implement sustainable options. The best option for municipalities to encourage sustainable programs is through the use of regulatory incentives. These incentives offer developers cost saving incentives, like quicker plan reviews and lower permit fees, from the municipality in return for a more sustainable development.

Overall, until sustainability is a regional effort, municipalities will find it difficult to mandate sustainable programs due to the fear of losing development opportunities. The Southeastern region should work together with an organization like the Southeastern Regional Planning Commission to create a regional sustainability plan that is adopted by all municipalities. Until that happens, municipalities will have a difficult time forcing sustainability, both publically and privately, as residents, businesses and developments can choose to move to neighboring communities.

# Survey

Five-O Planning administered a sustainability survey to the residents of Oconomowoc over a one month period. The survey included eight specific questions on sustainability to better gage the citizen’s position on sustainability. The survey was sent to members of the Oconomowoc Chamber of Commerce, members of “Greener Oconomowoc” and was advertised in local newspapers to encourage community participation. In all, 45 citizens responded to the survey. This information was used by Five-O Planning to develop discussion points at the public information meeting and help direct the team in their research of sustainable issues and recommendations. Although the survey lacks statistical significance due to the small sample size, the survey helped identify key points and issues that were discussed in greater details during the public information meeting.

Results:

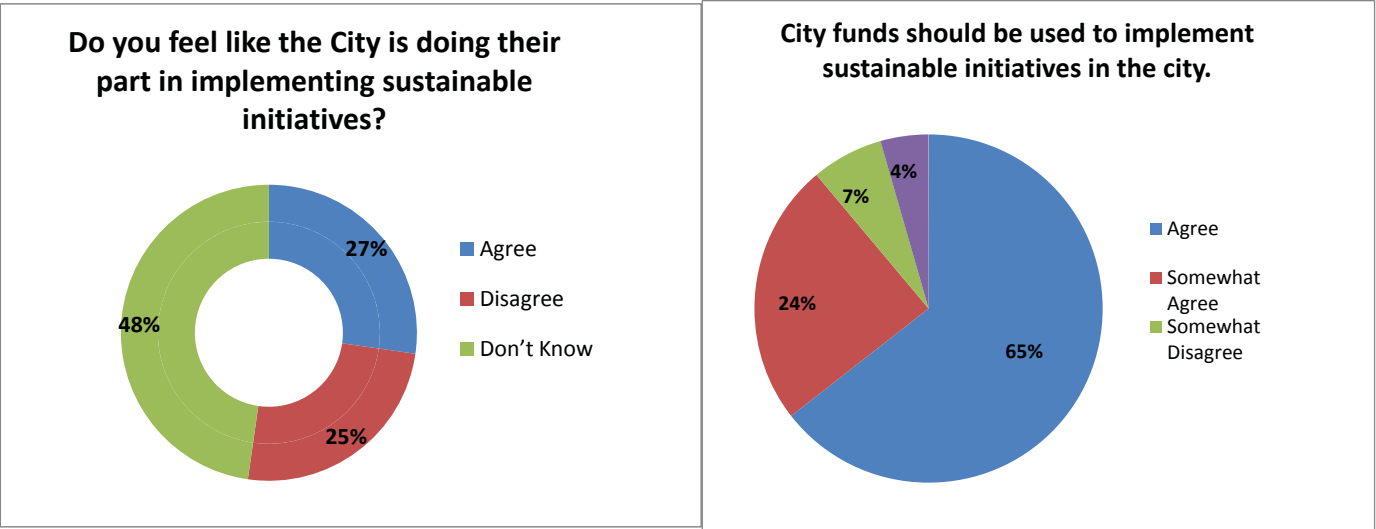
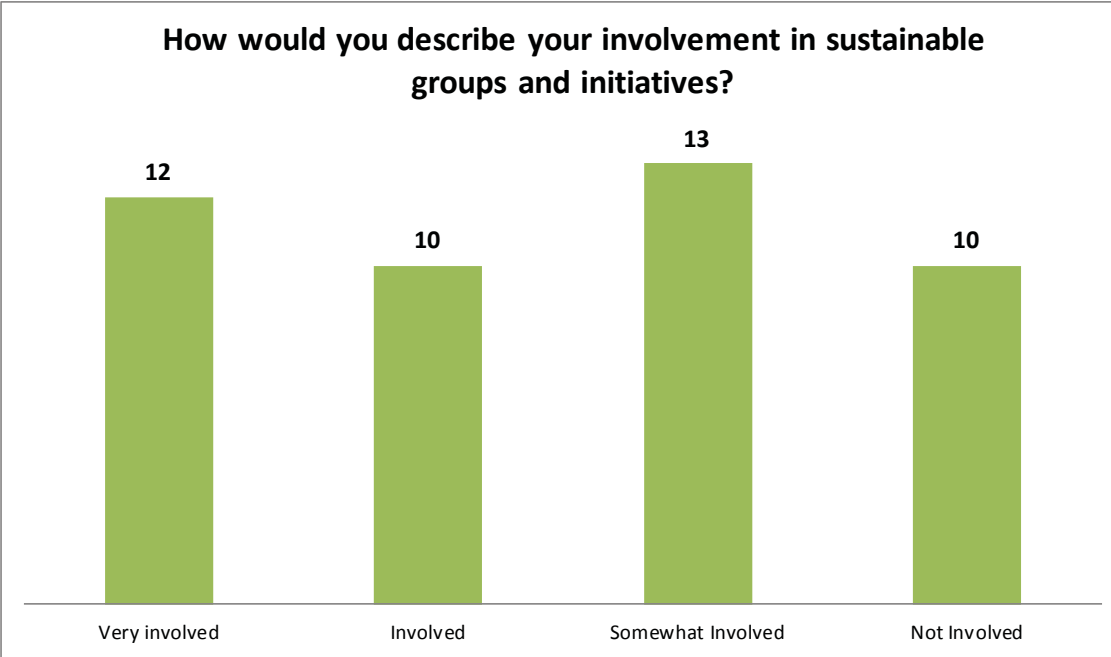
Survey participants represented a wide range of people based on their individual participation in sustainability initiatives. Those involved in sustainable initiatives or groups ranged from 12 being very involved to 10 being not involved. This wide range of involvement is helpful as the survey was able to capture the thoughts and insight of both those citizens who are involved in ongoing sustainable activities and those who are not. This wide range of involvement helps give a better representation of the community as a whole. Regardless of one’s participation in sustainable activities, a majority of respondents feel city funds should be used to implement sustainable initiatives in the city. Over 88% of the respondents agreed or somewhat agreed that funds should be used to implement sustainability initiatives. Similar results were found when asked about the City of Oconomowoc achieving recognition for their sustainable efforts. Roughly three quarters of the respondents think the city should achieve certification from green organizations like green tier, Leadership in Energy Engineering and Design (LEED), and travel green.

The surveys biggest discrepancy involved the City’s current involvement in sustainable activities and the success in advertising the current initiatives to the general public. An even split of respondents thought the city was doing and was not doing their part in the implementation of sustainable initiatives. However, a large majority, 48%, don’t know if the city is doing their part. A fairly equal split was also shown when asked how well current sustainable activities are being promoted to the general public. 25 respondents believe that the city is doing a very good or good job promoting the initiatives and 19 respondents feel the city is doing a poor or very poor job. These results may be a direct result of the lack of education and information opportunities provided by the city and other sustainable groups. Of the 21 respondents who answered “don’t know” to the question asking if the city is doing their part, 14 of them marked that the city was doing at least a poor job promoting the current sustainable initiatives. The lack of promotion and education of the sustainable initiatives taking place may have resulted in many respondents not knowing if the city is doing their part. This is further supported by the results to the question asking the best way to encourage sustainability. Of the 45 respondents, 38 marked education/ information programs as the best way for the City to encourage sustainability. This was followed by financial incentives (73%) and regulatory incentives (47%) as the top three ways to encourage sustainability. City mandates rounded out the group with 24% of the respondents saying this was the best way to encourage sustainability.

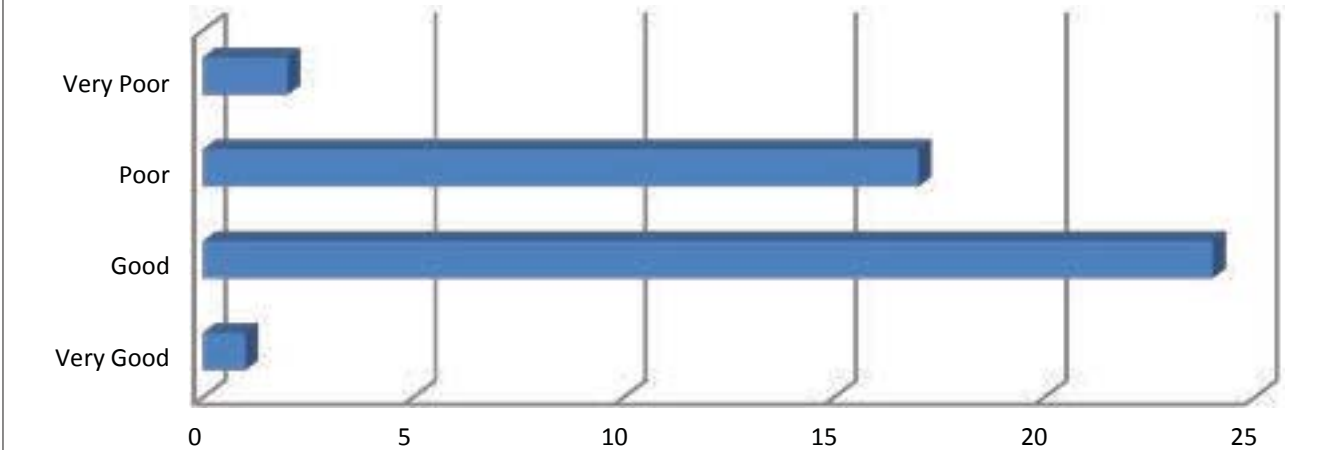
The redevelopment of the downtown area continues to be a key discussion point with the residents.

When asked about the need to focus on infill development, 19 of the 45 agreed or strongly agreed that it is necessary to focus on infill. Only 4 of the 45 believe that the city should not focus on infill. However, almost half of the respondents (20) said they were neutral on the issue. Five-O Planning believes this may be the result of a poorly defined question and the lack of clarity of what “infill” constitutes. Many respondents mentioned this during the public information meeting and may have impacted their response.

Finally, when asked how much money residents would be willing to spend to make their own property more sustainable with a two year payback an overwhelming 91% said they were willing to spend money to increase sustainability. The median amount residents were willing to spend was between \$501 and \$750.



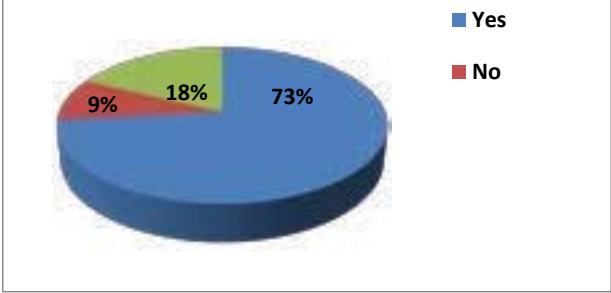
How well are the current sustainability initiatives (Greener Oconomowoc, Lead by Example, Green Business Initiatives, Oconomowoc Utilities, Oconomowoc City Hall) in the City of Oconomowoc promoted to the general public?



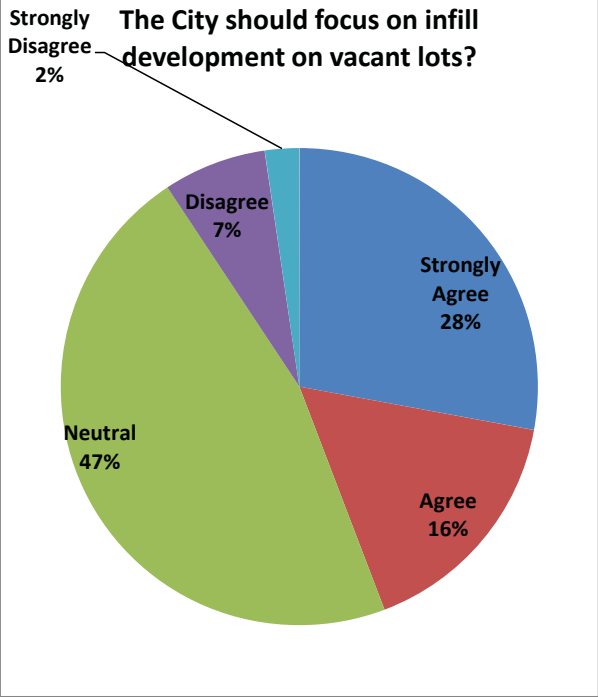
How much are you willing to spend to make your property more sustainable (with an expected 2 year payback)?



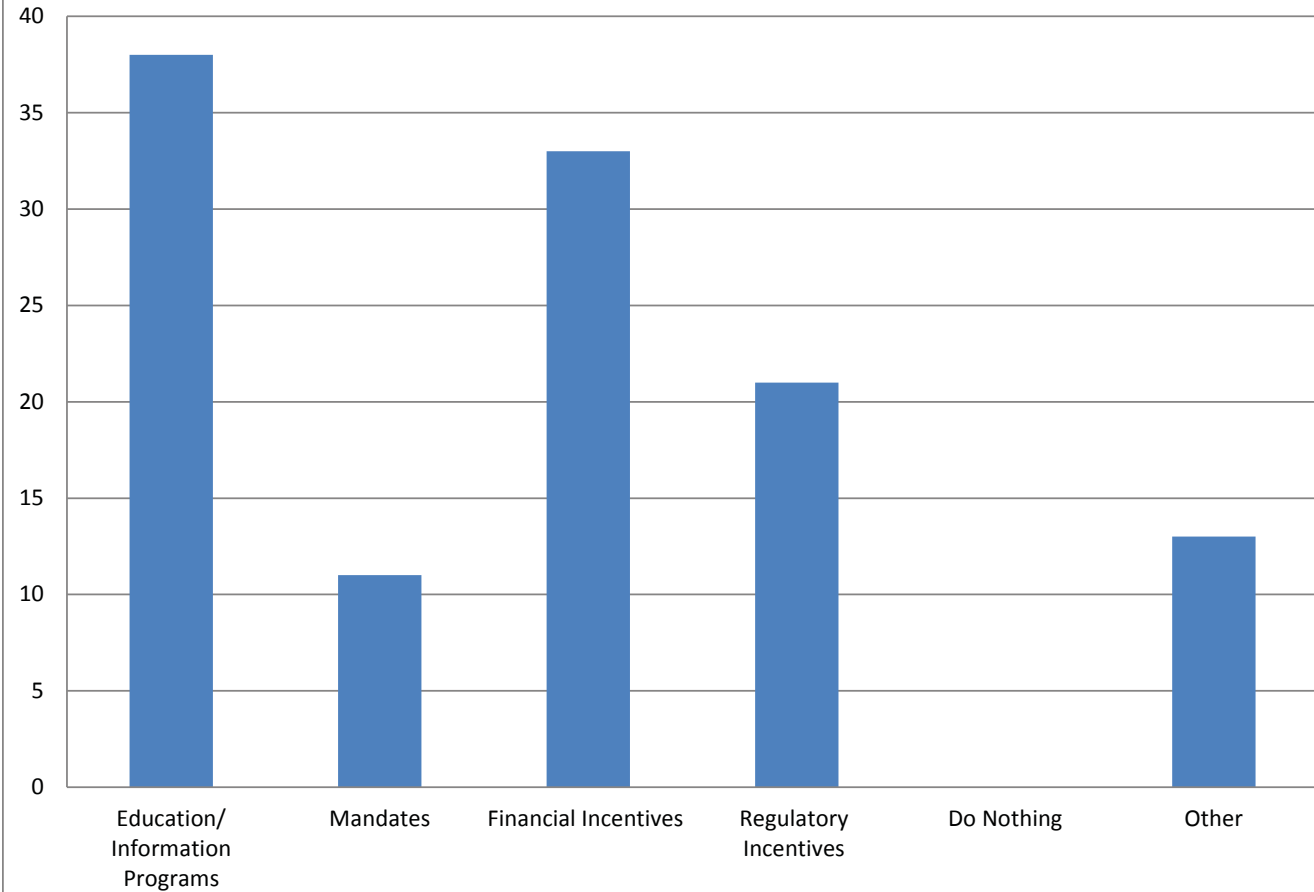
Should the City of Oconomowoc try to achieve certification (Green Tier, Travel Green, LEED) that would recognize the city's progress toward sustainability?



The City should focus on infill development on vacant lots?



What do you think is the best way for the City of Oconomowoc to encourage sustainability?





# Certifications

## Travel Green

[industry.travelwisconsin.com/Travel+Green+Wisconsin](http://industry.travelwisconsin.com/Travel+Green+Wisconsin)

The Travel Green program is offered through the Wisconsin Department of Tourism in an effort to promote smart, environmentally friendly business practices. Businesses can apply for Travel Green Certification by committing to sustainable green business practices earning points in nine categories ranging from Water Conservation and Wastewater Management to Communication and Education. A minimum of 35 points are required to receive Travel Green Certification. The initial cost for Travel Green Certification is \$95.00 with a renewal fee every two years of \$75.00.



The Green Master's Program is a free program offered through the Wisconsin Sustainable Business Council. The program includes over 130 members who are establishing credentials in the sustainability area. The Program is an objective, points-based recognition program that enables businesses of all sizes to help recognize Wisconsin's sustainability leaders and encourage continuous improvement. The Council's focus is on educating businesses, facilitating information exchange, and supporting businesses that are interested in moving in a more sustainable direction.

## Green Tier

[dnr.wi.gov/topic/GreenTier/](http://dnr.wi.gov/topic/GreenTier/)

The Green Tier is open to businesses, trade associations, communities and non-profit organizations that have a good environmental record, a willingness to exceed regulatory requirements, an environmental management system in place (or the willingness to adopt one) and ideas for improving performance that benefits both business and the environment. Level of participation has three options; tier one, tier two and charter. Tier one members include participants that are committed to enhanced environmental protection to distinguish themselves from others. Tier two is designated for companies with an effective environmental management system and a history of superior environmental performance. Charter memberships are for associations committed to helping some groups of entities participate in Green Tier. Charter membership includes the Legacy Community Charter that accepts municipalities who take actions and share information to achieve superior environmental performance in water quality and water resources management and/or sustainable practices.



## Green Masters

[www.wisconsinsustainability.com/green-masters/](http://www.wisconsinsustainability.com/green-masters/)

The Green Master's Program is a free program offered through the Wisconsin Sustainable Business Council. The program includes over 130 members who are establishing credentials in the sustainability area. The Program is an objective, points-based recognition program that enables businesses of all sizes to help recognize Wisconsin's sustainability leaders and encourage continuous improvement. The Council's focus is on educating businesses, facilitating information exchange, and supporting businesses that are interested in moving in a more sustainable direction.



## Leadership in Energy and Environmental Design (LEED)

[www.usgbc.org](http://www.usgbc.org)

LEED is an internationally recognized United States Green Building Council certification program that provides building owners and operators with a framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance solutions.

LEED-certified buildings are designed to: Lower operating costs and increase asset value, Reduce waste sent to landfills, Conserve energy and water, Be healthier and safer for occupants, Reduce harmful greenhouse gas emissions, and Qualify for tax rebates, zoning allowances and other incentives in hundreds of cities.

The program includes a points based system for: new construction, existing building, core & shell, commercial interiors, retail, homes, neighborhoods, schools, and healthcare.



# Sources

**Intro:**

U.S. Census 2010  
American Community Survey  
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**Case Studies:**

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<http://www.cityofsunprairie.com/>  
[http://www.westalliswi.gov/s/planning/sustainability/public%20downloads/051509\\_BCS-001SustainabilityReport.pdf](http://www.westalliswi.gov/s/planning/sustainability/public%20downloads/051509_BCS-001SustainabilityReport.pdf)  
<http://www.oconomowoc.org/>  
<http://www.travelwisconsin.com/experience-fun/travel-green-wisconsin>  
<http://www.wisconsin sustainability.com/green-masters>  
[www.oconomowoc-wi.gov/index.aspx](http://www.oconomowoc-wi.gov/index.aspx)

**Existing sustainability opportunities**

<http://dnr.wi.gov/wnrmag/2012/10/green.htm>  
<http://www.baltimorecity.gov/Portals/0/agencie>  
<http://greeneroconomowoc.wildapricot.org/>

**Food:**

<http://greeneroconomowoc.wildapricot.org/>  
<http://kgmb.org/>  
<http://localfirstmilwaukee.com/>  
<http://lwdairy.com/index.cfm>  
<http://purplecoworganics.com/>  
<http://turtlecreekgardenscsa.com/>  
<http://www.cityofmadison.com/streets/compost/organics.cfm>  
<http://www.fieldtoforkcafe.com>

<http://www.fullharvestfarm.com/>  
<http://www.honeypiecafe.com>  
<http://www.rubiconriverfarm.com/>  
<http://www2.epa.gov/recycle/composting-home>

**Resource conservation:**

<http://library.municode.com/index.aspx?clientId=19978>  
<http://www.factorydirectpromos.com/plastic-bag-bans>  
Open Space:  
[http://datcp.wi.gov/Environment/Working\\_Lands\\_Initiative/AEA/index.aspx](http://datcp.wi.gov/Environment/Working_Lands_Initiative/AEA/index.aspx)  
[http://datcp.wi.gov/Environment/Working\\_Lands\\_Initiative/PACE/index.aspx](http://datcp.wi.gov/Environment/Working_Lands_Initiative/PACE/index.aspx)  
<http://www.greentiercommunities.org/>  
<http://www.llbmd.org/>  
<http://www.oconomowoc-wi.gov/DocumentCenter/View/684>  
<http://www.planning.org/divisions/planningandlaw/propertytopics.htm>  
<http://www.sandiego.gov/development-services/pdf/news/cp600-27.pdf>  
<http://www.tallpinesconservancy.org/>  
<http://www.waukeshalandconservancy.org/>

**Economic Development:**

<http://development.columbus.gov/landredevelopment/content.aspx?id=16560>  
<http://forwardwi.org/category56/Business-Incentives>  
[http://www.development.ohio.gov/bs/bs\\_oezp.htm](http://www.development.ohio.gov/bs/bs_oezp.htm)  
[http://www.development.ohio.gov/bs/bs\\_oezp.htm](http://www.development.ohio.gov/bs/bs_oezp.htm)  
<http://www.ezpolicyblog.com/wisconsin-enterprise-zone-lures-california-green-tech-company/>  
<http://www.planning.org/divisions/planningandlaw/propertytopics.htm>  
Karakaya, F., & Canel, C. (1998). Underlying Dimensions of Business Location Decisions. Industrial Management + Data Systems, 98(7), 321-329.  
Lightbourn, G., & White, S. (2008). Moving the Milwaukee Economy Forward: The Five Steps Necessary for Success. Wisconsin Policy Research Institute Report, 21(3), 1-36.  
Schmitt, N., Gleason, S. E., Pigozzi, B., & Marcus, P. M. (1987). Business Climate



Attitudes and Company Relocation Decisions. Journal of Applied Psychology, 72(4), 622-628

**Transportation:**

- <http://spartanburg.bcycle.com/>
- <http://www.dot.wisconsin.gov/projects/state/>
- <http://www.dot.wisconsin.gov/travel/parkride/waukesha.htm>)

**Energy:**

- <http://www.ci.middleton.wi.us/DocumentCenter/View/48>
- [www.focusonenergy.com](http://www.focusonenergy.com)
- [www.energystar.gov](http://www.energystar.gov)
- <http://www.stateenergyoffice.wi.gov/docview.asp?docid=21177&locid=160>

**Water:**

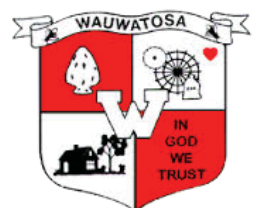
- [http://ceao.org/aws/CEAO/asset\\_manager/get\\_file/55419/beet\\_juice\\_presentation\\_pdf.pdf](http://ceao.org/aws/CEAO/asset_manager/get_file/55419/beet_juice_presentation_pdf.pdf)
- <http://docs.legis.wisconsin.gov/2009/related/acts/9.pdf>
- <http://www.ci.beloit.wi.us/>
- <http://www.llbmd.org/>
- <http://www.waukeshacounty.gov/defaulttwc.aspx?id=39386>
- <http://www.oconomowoc-wi.gov/index.aspx?NID=470>
- <http://dnr.wi.gov/lakes/lakepages/LakeDetail.aspx?wbic=849400&page=waterquality>
- <http://www.cityofmadison.com/sustainability/sustainPlan.cfm>
- [http://articles.chicagotribune.com/2008-03-13/news/0803121068\\_1\\_salt-supply-beet-road-salt](http://articles.chicagotribune.com/2008-03-13/news/0803121068_1_salt-supply-beet-road-salt)
- <http://greywateraction.org/content/garden-bed-progress>





# Tosa for Tomorrow

Planning for a Sustainable Future





# City of Wauwatosa, Wisconsin

## Tosa for Tomorrow

Planning for a Sustainable Community

Maria Kurniati

Marty Falk

Nathan McNichols

Steven Wiley

January-May, 2014







## ***Executive Summary***

The City of Wauwatosa approached the University of Wisconsin Milwaukee's department of Architecture and Urban Planning in order to create a better understanding of what actions have been taken toward making their community more sustainable. The representatives of the city already had a firm understanding of the triple bottom line of sustainability and how the City's future actions and policies should be be considerate of economic benefits without degrading the environment or compromising the quality of life for residents, businesses and neighboring communities. We were pleased to be able to report to the City Officials that the City of Wauwatosa has a very strong history of implementing and supporting sustainable initiatives throughout the community, but lacks a comprehensive inventory that allows city administration to effectively communicate what actions have been taken, and what actions should be taken. Furthermore, there was no identifiable brand for the initiatives that have already been implemented. Branding this effort as Tosa for Tomorrow was met with enthusiasm by both the City Administration and the participants at our public input sessions.

The goal of this report is to identify and compile a comprehensive inventory of all the current sustainable best practices performed by the City of Wauwatosa, then conduct analysis to determine what actions the community should consider moving forward with. Our recommendations are based on actions and policies that the Wauwatosa Community currently supports and case studies from other successful communities. All alternatives that were considered were tested against criteria that took into account th impacts they would have from an Economic, Environmental and Quality of Life standpoint.

A recommendation package was compiled based on the performance of the alternatives and their ability to meet the stated criteria. This includes the alternatives that satisfied the most criteria in their respective categories:

- Stormwater Management Utility Rebates
- Increased Stormwater Runoff Standards
- Transportation Sharing Services
- Express Bus Routes
- Invest and Encourage Dense Development
- Increase Use of Existing Public Spaces
- Shared Workspace and Incubator for Home-Based and Sustainable Businesses
- Urban Agriculture Task Force
- Food Waste Recovery System for Residents
- Neighborhood Composting Program
- Sustainability Outreach to Community and Businesses

It is worth mentioning that none of these alternatives met all of our evaluation criteria. Other alternatives may have different strengths and weaknesses and might be worth considering in other situations. All of the alternatives are discussed in more detail in this report.



## ***Acknowledgments***

We would like to thank our clients from the City of Wauwatosa; Kathy Ehley, Jim Archambo and Jeff Roznowski. Their dedication and enthusiasm for the success of this project fostered a synergistic environment that allowed for positive community interaction, open communication and an overall willingness to collaborate with UWM and the School of Architecture and Urban Planning for fresh perspectives on their, already, progressive community. We are also grateful for the assistance provided to us in generating interest for our public meeting by Karen Jaeckels.

We would like to offer our sincere appreciation for the 18 members of the community who took time out of their busy schedules in order to participate in our input-gathering sessions and were proactive in engaging us with the foundation for a vision of what sustainability means for Wauwatosa as a community; both present and future. We were especially thankful for your positive reception to the information we presented, and the thoughtful feedback offered in return.

We would also like to thank the City of Wauwatosa Fire Department and Police department, for offering us their facilities as locations for our public input sessions. Their generosity and hospitality was greatly appreciated.

We would also like to thank Elizabeth Hilt and Bill Porter from the City of Wauwatosa Department of Public Works, as well as the Energy and Recycling committee, for the information they were able to share with us, as well as their commitment to maintaining and expanding their, already, top-tier recycling program.

Lastly, we would like to express our gratitude to Nancy Frank and Carolyn Esswein. Their guidance and feedback has been instrumental throughout the course of this project. Furthermore, their willingness to take time to discuss our project and offer critical insights that challenged our thinking and pushed us further has helped make this an invaluable learning opportunity.

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**Chapter**

**1**

**Introduction**



The City of Wauwatosa is a suburb on the western edge of Milwaukee County that occupies 13.25 sq. miles; it borders Elm Grove and Brookfield on the West, the City of Milwaukee on the North and East, and West Allis on the South. Wauwatosa is unofficially recognized as being bisected into 'east' and 'west' sides; with Mayfair Road and Highway 45 acting as a default boundary between the two. The eastside is characterized by more dense development patterns, older housing stock, and a significantly more 'urban' feel. The development of the westside is more typical of a post-World War II suburb, including lower density, fewer sidewalks and a slightly less 'urban' character than the eastside. While this characteristic of the city has previously been seen as a division, it is now being appreciated more as an asset, due to the flexibility and choice it allows residents.

As of the 2012, the population was at 47,068, the median income per household (2011) was over \$60,000, and over half the adult population over 25 years old Bachelor's degree or higher. The Wau-

watosa School District is a high-achieving K-12 system containing two main high schools, two main middle schools and 15 elementary schools; there are also a series of private schools throughout the city.

The city is serviced by ample access to both local and regional transportation networks: major east-west thoroughfares include Bluemound Road, Wisconsin Avenue, State Street, North Avenue, Center Street, Burleigh Street, and Capital Drive; major north-south thoroughfares include Hawley Rd, 68th St, Wauwatosa Avenue (76th Street), Glenview Avenue (84th St), Swan Boulevard (92nd Street), Mayfair Road (108th Street), and 124th Street. The Menomonee River Parkway acts as an important connection between the east and west sides. Wauwatosa's transportation infrastructure also includes easy accessibility to both Interstate 94 and State Highway 45; making the city a crucial transportation hub for the entire South East Wisconsin region. Additionally, the Milwaukee County Transit System has approximately 11 routes that

provide service to the City of Wauwatosa.

The outstanding transportation network that the City of Wauwatosa currently enjoys has, in part, resulted in the city becoming a job hub and a major commercial center for the greater Milwaukee area. Both the Milwaukee Regional Medical Center and Mayfair Mall are major regional draws and job centers in the region.

#### **Population:**

*47,068 (2012)*

#### **Daytime Population:**

*+24,239 (52.4%)*

#### **Households:**

*20,152*

#### **Median Age:**

*39.8*

#### **Pop. with bachelor's degree:**

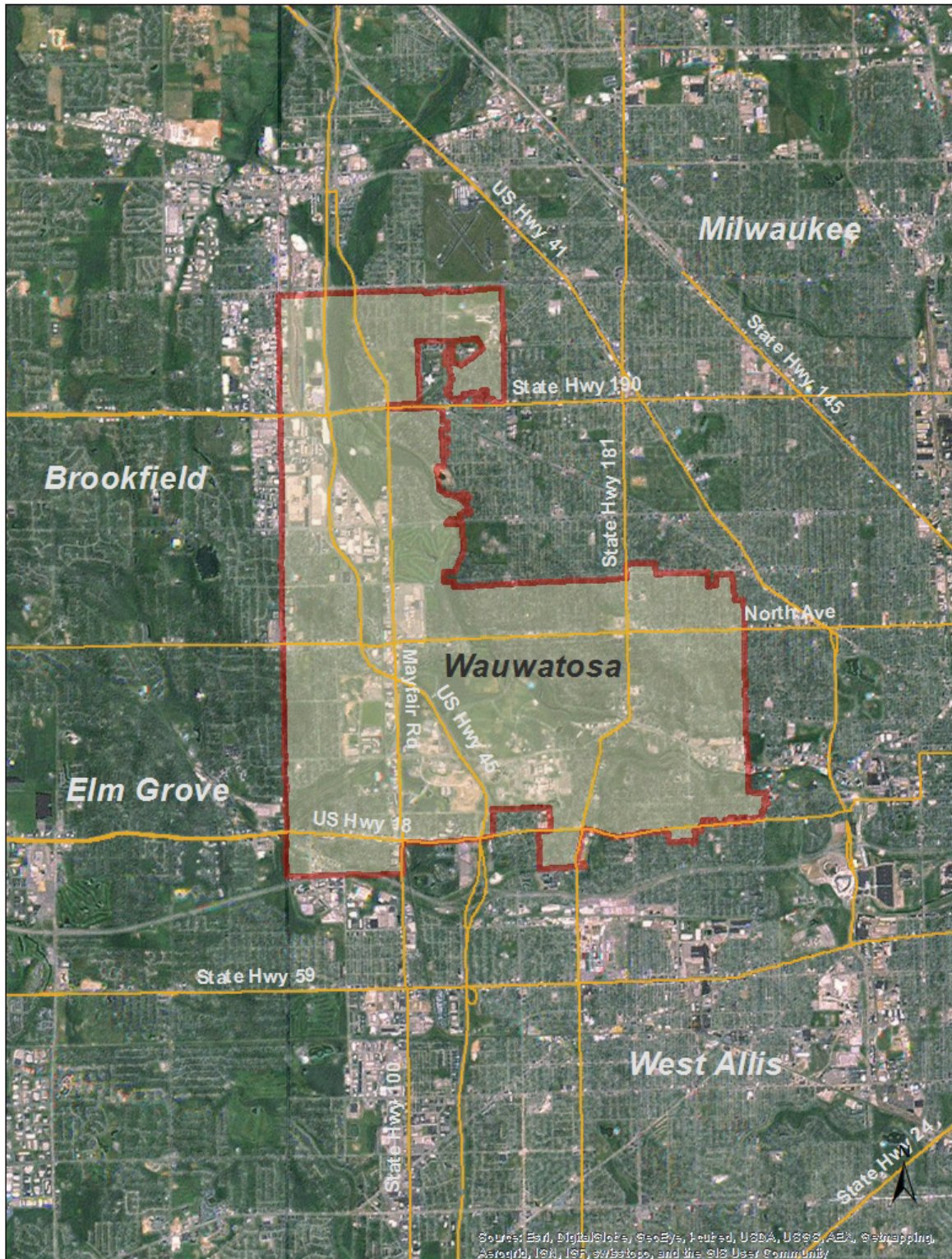
*51.7%*

#### **Land Area:**

*13.25 sqmi*

#### **Environmental Corridor:**

*693 acres*

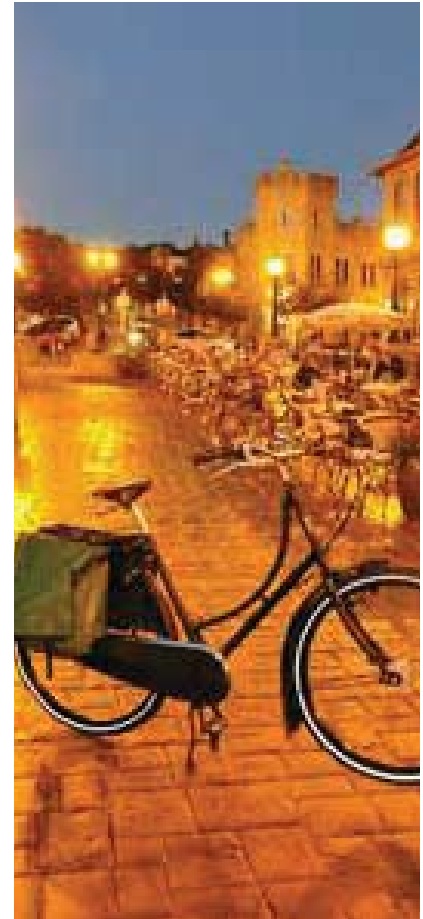




The Village of Wauwatosa has recently begun to distinguish itself as an exciting and lively entertainment center, with a variety of restaurant, bar and boutique shopping experiences. The Village corridor is also a lively center for outdoor recreation, with the Oak Leaf Trail (connecting to downtown Milwaukee and beyond) as well as Hart Park, which has recently added more amenities for residents to enjoy. The City of Wauwatosa also boasts an undeveloped environmental corridor consisting of 693 acres, that stretches through the city.

With the construction of the UWM Innovation Campus underway, international

businesses, such as ABB, locating headquarters in Wauwatosa, and the marketability and economic viability of sustainability as a branding concept; the City of Wauwatosa administration decided to partner with UWM's School of Architecture and Urban Planning in order to identify a citywide inventory of the sustainable practices that have occurred. While Wauwatosa already has a strong history of implementing sustainable initiatives, there is neither a comprehensive inventory in place that identifies or communicates the successes and gaps, nor an identifiable brand for the current efforts put toward sustainable practices.



### ***Problem Statement:***

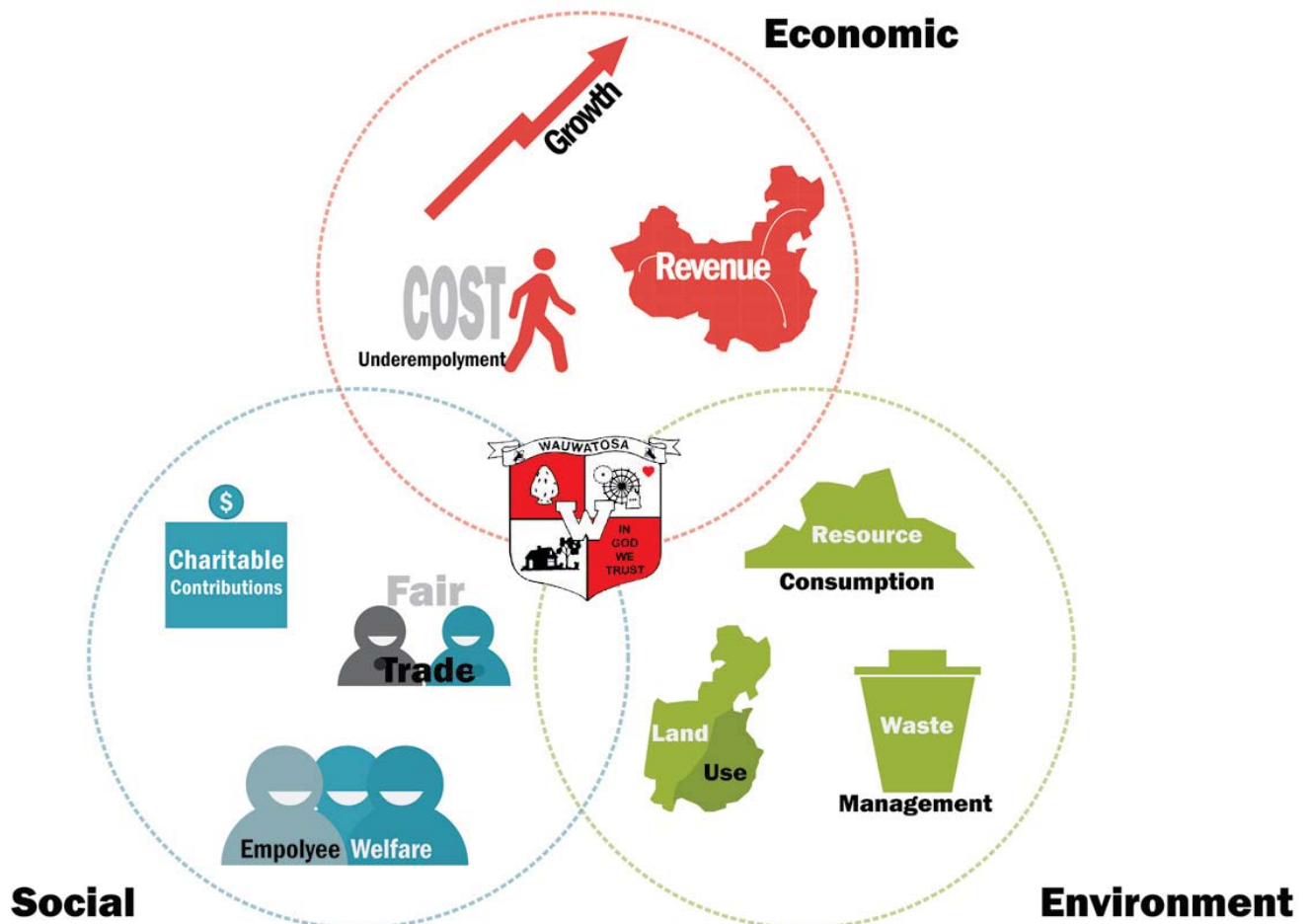
***While Wauwatosa already has a strong history of implementing sustainable initiatives, there is neither a comprehensive inventory in place that identifies or communicates the successes and gaps, nor an identifiable brand for the current efforts put toward sustainable practices.***

# Chapter 2

## Objectives & Criteria

## Our Goal: A Sustainable Wauwatosa

The goal of this project is not solely to identify what actions Wauwatosa can take to make itself more sustainable. Our goal is to do this in a way that meets the community's personal vision of sustainability. For the Wauwatosa community, sustainability is not limited to promoting a healthier environment. It is a much broader term. A sustainable community for wauwatosa means satisfying all three elements of the triple bottom line: environmental quality, economic development, and a better quality of life. This report has laid out each of these elements as the objectives for achieving Wauwatosa's goal of sustainability and identified criteria which can ultimately be used to evaluate how effective a sustainable action will be in terms of the community's goal.



## **Objective 1 - Increase Economic Stability Within the Wauwatosa Community**

Criteria: Increase Jobs in the Community

*The preferred alternative should have the potential to create new jobs in Wauwatosa. This is a common indicator for assessing economic impact.*

Criteria: Increase Tax Revenue

*The preferred alternative should have the potential to create tax revenue for the municipality*

Criteria: Decrease Municipal Expenditures

*The preferred alternative should not create additional expenses for the municipality.*

## **Objective 2 - To Establish Wauwatosa as a Regional Leader in Environmentally Sustainable Initiatives**

Criteria: Increase Environmental Quality

*The preferred alternative must have the potential to improve the quality of at least one aspect of the natural environment (e.g. air quality, water quality, etc.)*

Criteria: Decrease the Consumption of Non-Renewable Resources

*The preferred alternative should reduce the amount of non-renewable resources consumed (e.g. water, energy, fossil fuels, etc).*

Criteria: Increase the Recovery of Resources

*The preferred alternative should incorporate the recovery of non-renewable resources.*

## **Objective 3 - To Improve Social Equity and Quality of Life for Residents of Wauwatosa**

Criteria: Increase Income Opportunity for Residents

*The preferred alternative must have a potential to create cost savings or generate additional income for Wauwatosa's residents.*

Criteria: Increase and Connect Open Spaces

*The preferred alternative must assist in connecting existing open spaces or create new ones.*

Criteria: Increase Neighborhood Aesthetics

*The preferred alternative must enhance the aesthetics of Wauwatosa's neighborhoods.*





# **Chapter**

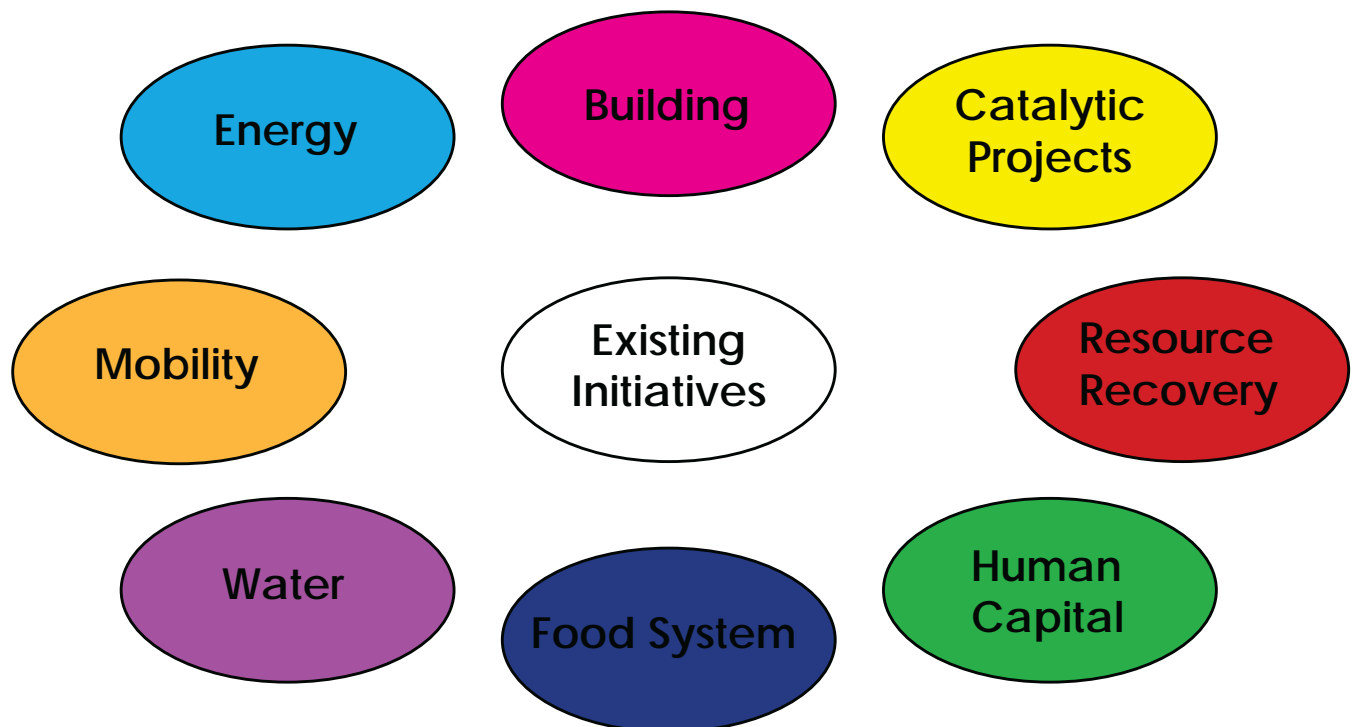
# **Inventory**

# 3

In order to understand how Wauwatosa can work towards becoming a more sustainable community in the future, it is important to identify what actions it has already taken. To do this, we conducted preliminary research on these actions and compiled an inventory.

Our sources included a variety of community resources. We identified initiatives from the city website and online news articles. We also read community plans and gathered information first hand from city officials, both through individual outreach and attendance at committee meetings.

Through our research, we identified six major categories which we have used to organize our inventory. While the list may look heavily environmental, we have discovered that each of these categories has an environmental, economic and social aspect to it. The full inventory can be found in the inventory appendix at the end of this report.



# **Chapter**

## **Case Studies**

As an early step in the process, several case study cities were examined. The case studies illustrate examples of sustainable best practices that Wauwatosa can further investigate. Case studies allow a city to discover what sustainable communities have already done and gauge the appropriateness of particular actions to their own situations.

Seven model communities were examined for the purposes of this report. Five of these (Brookfield, Milwaukee, New Berlin, Madison, and Oshkosh) are local examples. Brookfield and Milwaukee border Wauwatosa. **Brookfield's** population, size, and location within the metro area enjoy similarity with Wauwatosa. This, coupled with the existing sustainable efforts already in place in Brookfield, ensured that the community was a good case study to examine.

Larger cities such as **Milwaukee** often display a wide range of sustainable initiatives that they undertake concurrently. Milwaukee has a strong foundation for sustainable efforts with its ReFresh Milwaukee Plan. The Plan splits sustainability into eight categories and these categories formed the basis for the sustainability categories in this report.

**New Berlin** is another suburb located within the Milwaukee metro area. New Berlin also

categorizes sustainable issues and actions. The community has a sustainability plan that provided goals, objectives, and criteria that serve as precedents for this report.

**Madison** has displayed a high degree of progressiveness towards sustainability, particularly in the case of alternative transportation options. The Madison Sustainability Plan includes a very wide range of actions with specific players that would have the responsibility for implementing each.

**Oshkosh** is somewhat larger in population than Wauwatosa, but the city is actively engaged in sustainable efforts. The Oshkosh Sustainability Plan provided a detailed explanation of the role of public input in the planning process. Oshkosh, like Wauwatosa, sought input from the community on what the word sustainability meant to citizens. Oshkosh also displays reliance on partnerships between the city and key stakeholders such as universities and businesses in order to make the community more sustainable. Therefore, the Oshkosh plan was very useful as a case study example.

Two Midwest examples consisted of communities located outside of Wisconsin. **Richfield**, Minnesota, and **Southfield**, Michigan were examined because they showed similarity to Wauwatosa in size,

significance as regional centers for employment and retail, status as inner-ring, built out suburbs, and current efforts towards sustainability.

The six case study cities examined provided a range of potential sustainable actions. The case studies, coupled with an inventory of Wauwatosa's current sustainable efforts allow the city to determine how close it is to the "best practice" end of the sustainability spectrum.





## City of Brookfield, Wisconsin

Sustainability Plan  
*2011 Brookfield Sustainability Report*

### Key Sustainable Actions

- \* Alternative fuel practices for municipal vehicles
- \* No-idling for police and fire vehicles whenever possible
- \* Partnerships with businesses and schools to educate residents on sustainability
- \* Provide facilities that encourage bicycle and pedestrian transportation
- \* Education brochures on property maintenance
- \* Encourage mixed-housing and mixed-use
- \* Incentives for inclusion of more green space in developments
- \* Educate building owners on energy efficiency
- \* Smart Salting to reduce the amount of salt and chlorides produced.

## City of Milwaukee, Wisconsin

Sustainability Plan  
*ReFresh Milwaukee 2013*

### Key Sustainable Actions

- \* City street design that encourages multi-modal transportation
- \* Business mentoring for youth
- \* Promote energy industry cluster much like the Water Council promotes the water cluster
- \* Partner with WE Energies, the Wisconsin Public Service Commission, etc. to promote renewable energy
- \* Expand role of Milwaukee Food Council to coordinate stakeholders in food issues
- \* Analyze zoning codes to ensure they encourage sustainable design
- \* Electric Vehicle Charging Stations
- \* Increase amount of food waste sent to MMSD



## City of New Berlin, Wisconsin

### Sustainability Plan

#### *New Berlin Sustainability Plan*

#### Key Sustainable Actions

- \* “No Idling policy for city vehicles”
- \* Life-cycle assessment for capital projects and purchasing decisions
- \* Partner with energy providers (WE Energies) to educate residents
- \* Incentivize private solar and wind energy sources
- \* Consider installing water efficient fixtures in municipal buildings
- \* Install recycling receptacles at all public and park facilities
- \* Food waste recycling program
- \* Sustainable purchasing for municipal purchases
- \* Increase multi-modal transportation in New Berlin





## City of Madison, Wisconsin

Sustainability Plan  
*Sustainable Madison: the  
Madison Sustainability Plan*

### Key Sustainable Actions

- \* Encourage infill development that fosters alternative transportation modes
- \* Pilot and promote green infrastructure in street and development designs
- \* Install permeable pavement where possible
- \* Incentivize stormwater retention in new developments
- \* Rebate and education programs that encourage water conservation
- \* Curb-side organic waste pick-up
- \* Requiring events in public facilities to have recycling and composting facilities
- \* Encourage infill development and reuse of existing buildings

## City of Oshkosh, Wisconsin

Sustainability Plan  
*City of Oshkosh Sustainability  
Plan, 2012*

### Key Sustainable Actions

- \* "Identify one school to serve as an example for a small garden project"
- \* Change zoning ordinance to accomodate community gardens
- \* Promote Energy Star program within the community
- \* Support park facilities that encourage physical activity
- \* Inventory vacant buildings, promote adaptive reuse
- \* Create sustainability best practices document targeted at event planners
- \* Adopt environmentally friendly purchasing policy
- \* Increase the number of striped bike lanes
- \* Increased partnerships with neighborhood associations
- \* Composting ordinance

## City of Richfield, Minnesota

Sustainability Plan  
N/A

### Key Sustainable Actions

- \* Major social events such as community wide garage sale day publicized on city web site
- \* Recycling guide with images of recycable materials online
- \* Richfield Farmer's Market at Veteran's Park
- \* Richfield Community Gardens for residential gardening
- \* Partnership between Nature Center and public schools to educate students on environment
- \* *Bicycle Master Plan*

## City of Southfield, Michigan

Sustainability Plan  
N/A

### Key Sustainable Actions

- \* Publication of sustainable initiatives on the city's website
- \* LED lighting at outdoor facilities
- \* Use of recycled lumber for child play surfaces
- \* Permeable pavement lots for municipal complex and nature preserve
- \* Installation of rain barrels in homes
- \* Publicizing a list of green businesses on municipal website
- \* Installation of bioswales at the municipal complex
- \* Trees for Southfield program- residents may buy trees and have them delivered to homes
- \* Carpenter Lake restoration- for stormwater management
- \* Fish and wildlife restoration



# Chapter 5

## Public Participation



## Preparation

In order to identify Wauwatosa's personal vision of sustainability, we needed to capture the opinions of the public. To do this, we conducted public focus group meetings with three major goals:

- 1) Brainstorm alternative definitions of the word "sustainability."
- 2) Identify current sustainable actions that are taking place in the community and evaluate which are most important to community members.
- 3) Identify what actions the community could take in the future to work towards being more sustainable, and evaluate which are most important to community members.

We conducted two meetings, one on the East side and one on the West side, in order to get feedback from both of Wauwatosa's major geographic demographics. We worked with the mayor, Kathy Ehley, to identify a list of stakeholders to invite to the meetings. This included key business owners, residents and political representatives.

We then sent email invites to stakeholders asking them to attend whichever meeting was most convenient for them. Eighteen people in total attended the meetings, 12 on the East side and 6 on the West. Overall, the amount of feedback and support from the public was excellent.

## Agenda

We began the focus group sessions with a brief presentation covering examples of sustainable actions in the Wauwatosa community as well as in neighboring communities. This provided the attendees with context about the meeting topics and set the stage for further discussion.

Next, we conducted a large group brainstorming session, in which residents were asked to shout out alternative words or phrases for the term "sustainability." The purpose of this activity was to set aside the misconception that sustainability only relates to the environment, and try to identify terms that provide a more comprehensive definition that captures the community's vision and that can more easily be interpreted to include the triple bottom line. Ideas were recorded on a

large flip chart at the front of the room where ideas could be revisited and discussed further.

After the brainstorming session, we divided attendees into small groups for discussion. We presented each group with a list of questions regarding current and potential sustainable actions in the community and asked them to identify which ones they thought were more and less worthwhile. Questions were asked and discussion was facilitated by at least one member of our team for each group, and the group's ideas were recorded on individual flip charts.

We concluded each meeting with a brief summary of what each of the small groups came up with during their discussions followed by a visioning activity which included a survey to gather additional information on potential sustainable actions in the future.

## Results

Overall, the community was very expressive of their opinions and provided us with a wide variety of thoughts on sustainability in Wauwatosa. We were able to identify

a number of major themes that participants identified as important to the community. Some of these ideas were identified as things that the community is already doing a good job with, but all of them are areas that the community would like to see further expansion upon in the future. Some examples include:

- 1) Economic Development
- 2) Enhanced Recycling
- 3) More Outdoor Gathering Spaces - based on positive feedback on Hart Park
- 4) Enhanced Modes of Communication - especially for public events
- 5) Transportation Alternatives and Increased Connection within the City
- 6) Development Standards that Promote Sustainability

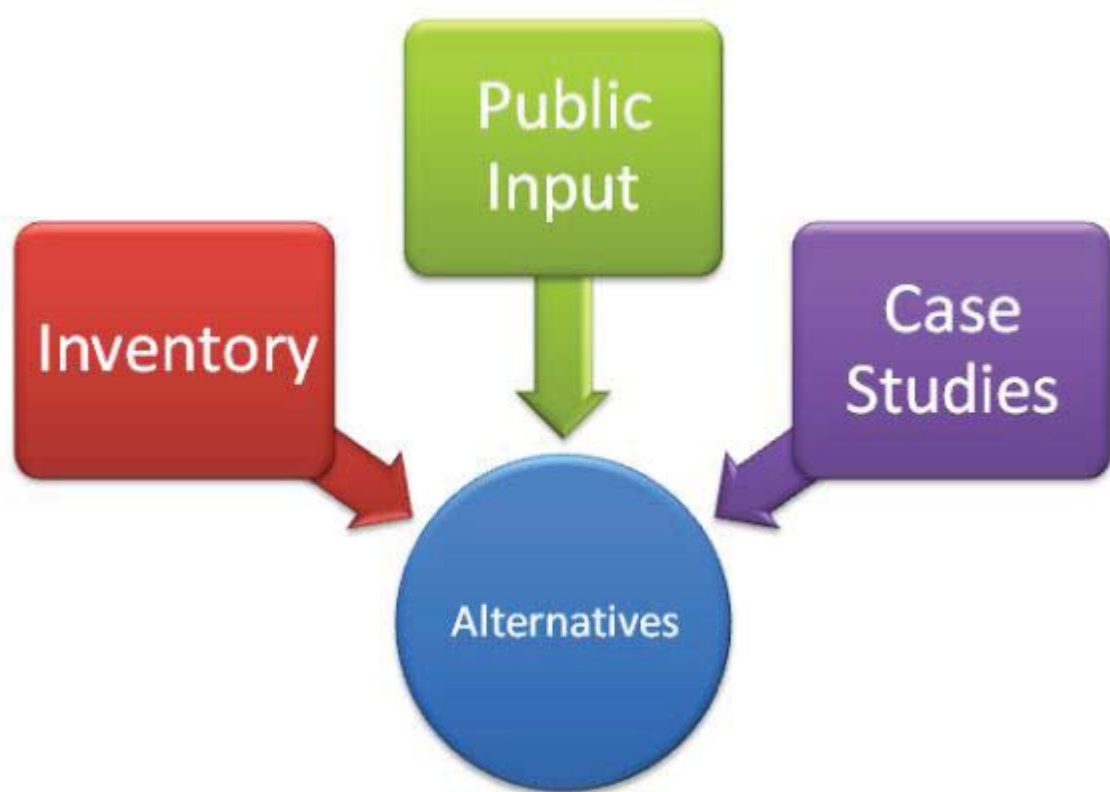
Feedback from the public played an important role in the development of the various alternatives that we will analyze later in the report. For a more detailed list of the information gathered, please refer to the public input appendix that we have

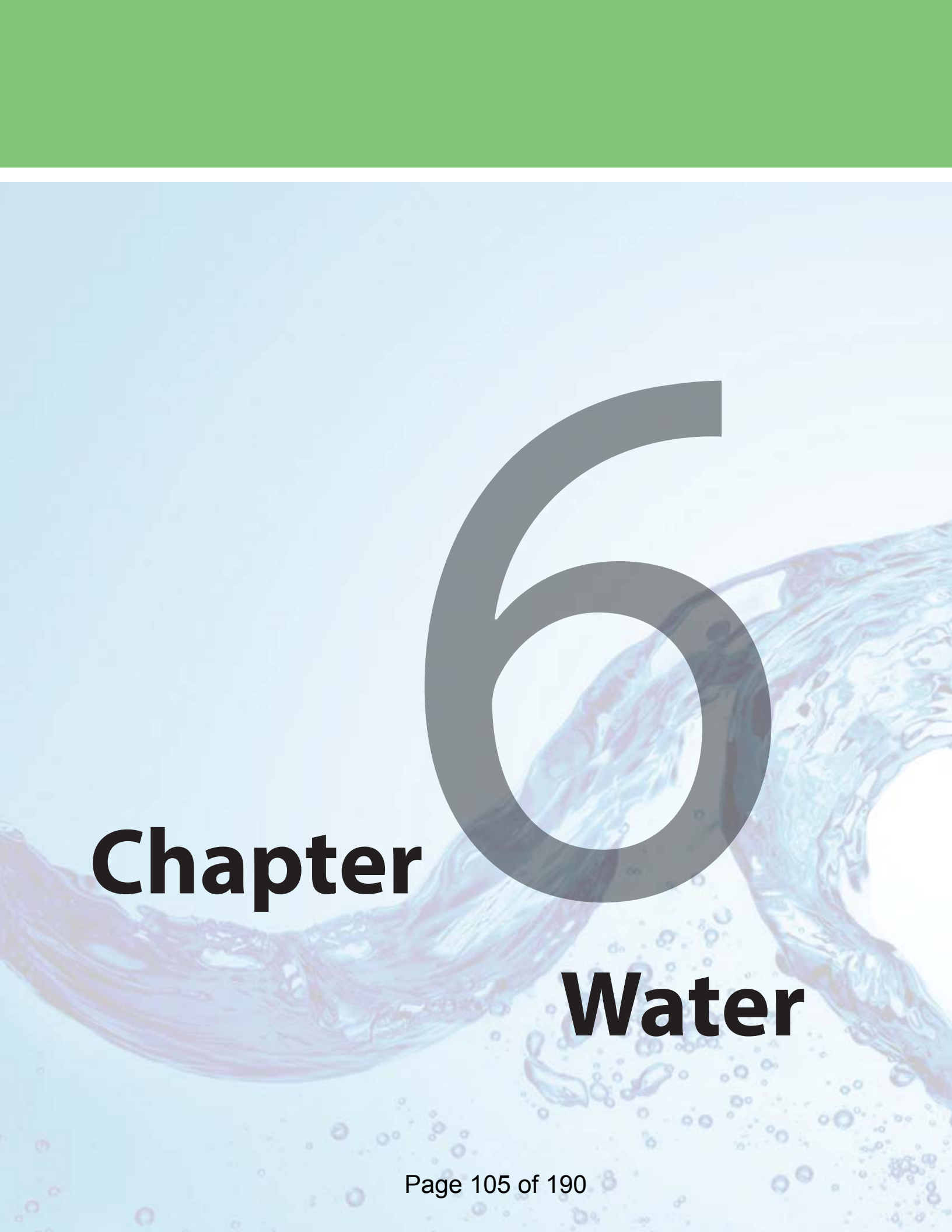




## Alternative Development

The alternatives for sustainable initiatives are based on the inventory of existing initiatives that Wauwatosa has done, the two public input meeting, and the case studies we have examined. To simplify the process, the alternatives proposed are only focusing on six topics: water, transportation & mobility, energy, human capital, food system and resource recovery. The next few chapters propose, discuss, and evaluate various alternatives within the topics. It also recommends the best alternatives that meet triple bottom line to pursue more sustainable Wauwatosa.





# Chapter 6

## Water

A large, artistic splash of water in shades of blue and white, with some pinkish-red highlights, serves as the background for the lower two-thirds of the page. The splash originates from the left and bottom, moving upwards and to the right.

## **Stormwater Management Utility Rebates**

Municipal Bioswales and Stormwater Catchment  
Systems

Water Efficiency Outreach Program

## **Increased Stormwater Runoff Standard**

Municipal Greywater Systems



## Alternative 1

### **Stormwater Management Utility Rebates**

- This alternative would expand upon the Raingardens for Wauwatosa program by providing rebates on stormwater utility bills for residents and businesses who implement other stormwater management best practices on their properties.
- Acceptable best practices would be expanded to include rain barrels and porous pavement, or other practices approved by city engineers.
- Rebates for stormwater utility bills will be determined by calculating the difference in expected runoff before and after implementation.
- The City of Wauwatosa will manage applications for rebates and provide the human resources required to inspect and monitor stormwater features.
- Could follow the example of programs in Milwaukee and Whitefish Bay.



## Alternative 2

### **Municipal Bioswales and Stormwater Catchment Systems**

- This alternative would involve making improvements to stormwater management features for many of the municipal lots and buildings in Wauwatosa
- This would include many of the older police and fire station buildings
- Funding from WI DNR grants could be obtained to make this alternative viable financially



### Alternative 3

#### **Water Efficiency Outreach Program**

- This alternative proposes that the City of Wauwatosa take additional outreach measures for educating residents about water conservation.
- As part of this process, the city would coordinate classes on in-home water conservation techniques.
- The city would also put together an in-print newsletter to mail to residents which would advertise the classes, provide information about the benefits of saving water and point out other key resources which are currently on the website.

### Alternative 4

#### **Increased Stormwater Runoff Standard**

- This alternative proposes that the city implement a regulation in its zoning code which requires that all new development within Wauwatosa's city limits meet a certain ratio of permeable to impermeable surface.
- Ratio would be more strict than MMSD regulations, except for new small businesses.
- The current design review boards would enforce this regulation and be responsible for exceptions

### Alternative 5

#### **Municipal Greywater Systems**

- This alternative proposes that the city of Wauwatosa implement greywater systems for use in toilets within key municipal buildings.
- This would apply to municipal buildings as they are replaced.
- Fire station #2 would be the pilot building for this project, as it the most likely to be replaced in the future.
- If successful, this building would be used as a model for future buildings to adopt the technology.
- Funding from WI DNR grants could be obtained to make this alternative viable financially

## Evaluation

Objective	Criteria	Stormwater Management Utility Rebates	Municipal Bioswales and Stormwater Catchment Systems	Water Efficiency Outreach Program	Increased Stormwater Runoff Standard	Municipal Greywater Systems
Economic	Increase Jobs in the Community	No	No	Yes	No	No
	Increase Tax Revenue for Municipality	No	No	No	No	No
	Decrease Expenditures for Municipality	Yes	No	No	Yes	No
Environment	Increase Environmental Quality (Air, Water, and Land)	Yes	Yes	Yes	Yes	Yes
	Decrease Resource Consumption	Yes	No	Yes	No	Yes
	Increase Resource Recovery	Yes	Yes	Yes	Yes	Yes
Quality of Life	Increase Income Opportunity for Residents (cost savings/extra income)	No	No	Yes	No	No
	Increase Open Spaces or Connections Between Them	No	No	No	Yes	No
	Increase Neighborhood Aesthetic Standards	Yes	Yes	Yes	Yes	No
Summary	Yes	5	3	6	5	3
	No	4	6	3	4	6
Meets Criteria?		Yes	No	Yes	Yes	No

## Stormwater Management Utility Rebates

### 1. Economic

Increase jobs - No, this alternative will not directly create new jobs

Increase tax revenue - No, there will be no change in tax revenue from this alternative

Decrease expenditures - Yes, the City will have to pay out rebates, but could save money on storm system preservation

### 2. Environment

Increase environmental quality - Yes, this alternative will increase water quality by reducing TSS in stormwater

Decrease resource consumption - Yes, rain barrels will reduce water consumption and raingardens will not need to be watered like a traditional lawn would

Increase Resource Recovery - Yes, more rainwater will be recovered to be used for lawncare

### 3. Quality of Life

Increase income opportunity - No income opportunities will be created

Increase and connect open space - No, no new open spaces will be created/connected

Increase aesthetic standards of neighborhoods - Yes, raingardens and porous pavement would increase aesthetics



## **Municipal Bioswales and Stormwater Catchment Systems**

### **1. Economic**

Increase jobs - No, this alternative will not directly create new jobs

Increase tax revenue - No, there will be no change in tax revenue from this alternative

Decrease expenditures - No, this alternative will cost money to implement, but return on investment will not likely result in significant savings

### **2. Environment**

Increase environmental quality - Yes, this alternative will increase water quality by reducing TSS in stormwater

Decrease resource consumption - No, this alternative will not reduce consumption of resources significantly

Increase Resource Recovery - Yes, this alternative will recover rainwater that would otherwise leave the site as runoff and infiltrate it into the ground.

### **3. Quality of Life**

Increase income opportunity - No income opportunities will be created

Increase and connect open space - No, no new open spaces will be created/connected

Increase aesthetic standards of neighborhoods - Yes, rain gardens would increase aesthetics

## **Water Efficiency Outreach Program**

### **1. Economic**

Increase jobs - Yes, education programs could provide jobs

Increase tax revenue - No, there will be no change in tax revenue from this alternative

Decrease expenditures - No, this alternative will cost money to implement, but will show no economic return on investment.

### **2. Environment**

Increase environmental quality - Yes, water quality would improve as a result of citizen implementation of stormwater best practices

Decrease resource consumption - Yes, less water would be used as a result of education and outreach

Increase Resource Recovery - Yes, water would be captured and reused for watering with increased citizen implementation of stormwater best practices

### **3. Quality of Life**

Increase income opportunity - No, no new income opportunities will result from this alternative

Increase and connect open space - No, no new open spaces will be created/connected

Increase aesthetic standards of neighborhoods - Yes, the aesthetics of citizens yards could improve with rain gardens

## Increased Stormwater Runoff Standard

### **1. Economic**

Increase jobs - No, no new jobs will be created as a result of this alternative

Increase tax revenue - No, tax revenues will not increase as a result of this alternative

Decrease expenditures - Yes, requiring more pervious surface at no expense to the city will decrease sewer maintenance costs for the city

### **2. Environment**

Increase environmental quality - Yes, stormwater quality will be increased with this alternative

Decrease resource consumption - No, resource consumption will not likely be reduced with this alternative

Increase Resource Recovery - Yes, this alternative will recover rainwater that would otherwise leave the site as runoff and infiltrate it into the ground.

### **3. Quality of Life**

Increase income opportunity - No, no new income opportunity will result from this alternative

Increase and connect open space - No, no new open spaces will be created/connected

Increase aesthetic standards of neighborhoods - Yes, aesthetic standards will increase as a result of more green space and rain gardens on individual properties

## Municipal Greywater Systems

### **1. Economic**

Increase jobs - No, this alternative will not provide a significant source of new jobs

Increase tax revenue - No, tax revenue will not be increased

Decrease expenditures - No, Expenditures will not decrease enough to offset costs for this alternative

### **2. Environment**

Increase environmental quality - Yes, less water will be used and polluted as a result of this alternative

Decrease resource consumption - Yes, resource consumption will be reduced by reusing greywater

Increase Resource Recovery - Yes, used greywater will be recovered and reused as a resource

### **3. Quality of Life**

Increase income opportunity - No, no new income opportunity will result from this alternative

Increase and connect open space - No, no new open spaces will be created/connected

Increase aesthetic standards of neighborhoods - No, aesthetics will not increase with this alternative

# Recommendation

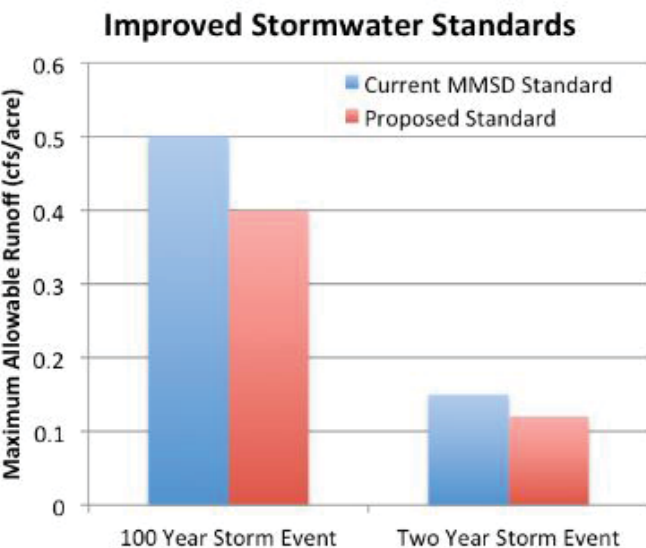
## Increased Standards for Stormwater Runoff for New Development

This alternative proposes increasing design standards for stormwater management beyond what MMSD requires. This can be done in one of two ways; lowering the amount of allowable runoff from developed sites or requiring stormwater management plans for a wider variety of (re)development projects.

MMSD currently has a maximum allowable runoff rate for developments during two main types of storm events. The chart below shows these requirements, as well as improved requirements that the city could adopt, a 20% overall reduction to allowable runoff.

Additionally, Wauwatosa could simply require stormwater management plans for a wider variety of projects than MMSD currently requires. This is something that some communities, such as Germantown, are already practicing. Additional projects include parking lot re-configuring and re-contouring. Their municipal code also allows for village engineers to require stormwater management plans on other sites where they feel that the environment, property, and drainage facilities may be adversely affected.

This alternative meets a number of criteria for satisfying the triple bottom line. It would decrease city expenses in the form of sewer maintenance and flood damage prevention. Additionally, it would improve water quality by filtering stormwater of toxins, microorganisms and sediment and reduce waterway erosion. It would also increase the potential for businesses to recover water for reuse for landscaping. Furthermore, it would improve neighborhood aesthetics and have the potential to provide a habitat for wildlife.





This alternative would increase business sustainability without hindering economic growth in the city. Wauwatosa has already established itself as a business destination in the community. This gives it the flexibility to set slightly higher standards for new businesses in the community and attract large businesses that are more sustainably-minded. This alternative does not increase regulations for small businesses. These businesses, which are a very important part of Wauwatosa's economy, can sometimes be financially burdened by increased regulations, and it is important to allow this part of Wauwatosa's economy to continue to thrive.

#### *Short-term: Regulation Development*

This alternative would be relatively simple to implement. The up-front cost would be minimal, because the city would only need to allocate planning staff for the initial regulation development process. Because this is alternative updates an existing program, the city already has the staff required to assess properties for runoff reduction.

#### *Long-term: Monitoring New Development*

The city would not need to make significant changes for maintaining the program. This alternative only changes the standards for an existing regulation, which the city already monitors. Continued monitoring of new development is already conducted by the city and would require no additional resources.



## Utility Rebates for Stormwater Management Best Practices

This alternative would expand upon the Rain Gardens for Wauwatosa program by providing rebates on stormwater utility bills for residents and businesses who implement other stormwater management best practices (BMP's) on their properties. Acceptable best practices would be expanded to include rain barrels, porous pavement, rooftop rainwater storage, stormwater trees, or other practices approved by city engineers. Rebates for stormwater utility bills will be determined by calculating the difference in expected runoff before and after implementation. Programs implemented in neighboring communities such as Whitefish Bay could be used as examples for the program.

This alternative meets the criteria for decreased municipal expenditures. Like the Rain Gardens for Wauwatosa program, some of the initial costs for implementing BMP's could be provided through Wisconsin DNR grants. Although it can be difficult to quantify, much research has been done to show that stormwater best management practices significantly reduce runoff to the sewer system, which ultimately reduces maintenance costs and prolongs infrastructure lifespan (werf.org). The result would be a low cost alternative with long term financial benefits. Even without grant money, they city could potentially see long-term financial gain, but further analysis would need to be conducted.

This alternative would increase resource recovery with the implementation of rain barrels and other potential rainwater storage systems, and as a result, decrease the water consumed for lawn maintenance. It will also improve water quality filtering runoff through infiltration. It will also

improve neighborhood aesthetics with the implementation of raingardens.

The major barrier for this alternative will be funding. In order to be most successful, the city would need to secure grant money from the Wisconsin DNR to offset much of the costs for the initial implementation of BMP's.

### *Short Term:*

To launch this alternative, the city would need to obtain grant money from the WI DNR. it would also need to allocate engineering staff resources to develop a system for calculating existing and predicted runoff. It would need to allocate planning staff to develop and administer applications and award money to fund projects.

### *Long Term:*

This alternative would also have long term requirements for implementation. A system of inspections of stormwater best practices would need to be established and staff would need to be allocated to complete the inspections.





# **Chapter 7**

## **Transportation & Mobility**



A row of blue Citi Bike bicycles parked on a city street. The bikes are lined up in a neat row, with their handlebars and wheels visible. The background is slightly blurred, showing a city street with buildings and trees.

Incentives for Alternately Fueled Vehicles

**Shared Transportation**

**Express Bus Routes**

Parking and Signage Improvements



### Alternative 1

#### **Incentives for Alternately Fueled Vehicles**

- This alternative focuses on promoting fuel efficient vehicles and vehicles that use alternate fuels.
- This would include implementing car charging stations in ideal parking locations at businesses
- Rates would be decreased for municipal lots for vehicles that are more fuel efficient
- Design guidelines for new development would be expanded to require or incentivize creating parking spaces in ideal locations for vehicles that are more efficient.



### Alternative 2

#### **Shared Transportation**

- This alternative focuses on establishing transportation sharing service locations within the city.
- This will include both zipcar and bikeshare locations.
- The City will need to contract a consultant to determine where the best locations are.
- The City will also be responsible for partnering with the two organizations to establish the sites.



### Alternative 3

#### **Express Bus Routes**

- This alternative will encourage alternative transportation by establishing new express routes between areas in the city that get the most traffic.
- Areas will include the Medical Complex, Mayfair Collection, and Mayfair Mall
- The city would contract MCTS to provide the additional routes
- Major employment providers would have the opportunity to partner with MCTS and other companies. They would be given the opportunity to help fund bus lines in exchange for reduced fares for their employees.



#### Alternative 4

### Parking and Signage Improvements

- This alternative involves adding parking signage in areas of the city that residents have identified as difficult to park in.
- Signs will be placed on streets with the most traffic, directing cars to lots that are underutilized
- The Village and East Tosa Districts will be the primary focus
- The city will be responsible for implementing signage



## Evaluation

Objective	Criteria	Incentives for Alternately Fueled Vehicles	Shared Transportation	Express Bus Routes	Parking and Signage Improvements
Economic	Increase Jobs in the Community	No	Yes	Yes	No
	Increase Tax Revenue for Municipality	No	No	No	No
	Decrease Expenditures for Municipality	No	No	No	No
Environment	Increase Environmental Quality (Air, Water, and Land)	Yes	Yes	Yes	No
	Decrease Resource Consumption	Yes	Yes	Yes	No
	Increase Resource Recovery	No	No	No	No
Quality of Life	Increase Income Opportunity for Residents (cost savings/extra income)	No	Yes	Yes	Yes
	Increase Open Spaces or Connections Between Them	No	No	No	No
	Increase Neighborhood Aesthetic Standards	No	No	No	Yes
Summary	Yes	2	4	4	2
	No	7	5	5	7
Meets Criteria?		No	Yes	Yes	No

## Incentives for Alternately Fueled Vehicles

### 1. Economic

Increase jobs - No, no new jobs will be created from this alternative

Increase tax revenue - No, no new tax revenue will be created from this alternative

Decrease expenditures - No, expenditures will not be decreased from this alternative

### 2. Environment

Increase environmental quality - Yes, promoting efficient cars will improve air quality

Decrease resource consumption - Yes, promoting energy efficient cars will decrease fuel consumption

Increase resource recovery - No, this alternative will not increase resource recovery

### 3. Quality of Life

Increase income opportunity - No, no new income opportunity will result from this alternative

Increase and connect open spaces - No, no new open spaces will be created/connected

Increase aesthetic standards of neighborhoods - No, aesthetics will not increase with this alternative

## Shared Transportation

### **1. Economic**

Increase jobs - Yes, jobs could be created from the need to run these services

Increase tax revenue - No, tax revenue will not increase from this alternative

Decrease expenditures - No, expenditures will not decrease from this alternative

### **2. Environment**

Increase environmental quality - Yes, air pollution will be reduced with less vehicle fossil fuel consumption

Decrease resource consumption - Yes, less fuel will be consumed with shared transportation services

Increase resource recovery - No, no resources will be recovered from this alternative

### **3. Quality of Life**

Increase income opportunity - Yes, people will save money by not needing to buy and maintain vehicles

Increase and connect open spaces - No, additional connections between open spaces will not be created

Increase aesthetic standards of neighborhoods - No, aesthetics will not be increased

## Express Bus Routes

### **1. Economic**

Increase jobs - Yes, this alternative will increase jobs for bus drivers

Increase tax revenue - No, This alternative will not increase tax revenue

Decrease expenditures - No, this alternative will not decrease expenditures

### **2. Environment**

Increase environmental quality - Yes, increased bus use will reduce total vehicle emissions

Decrease resource consumption - Yes, increased bus use will reduce the total amount of fuel consumed

Increase resource recovery - No, this alternative will not recover additional resources

### **3. Quality of Life**

Increase income opportunity - Yes, this alternative will provide better transportation to major shopping centers. this will increase the income opportunity for businesses.

Increase and connect open spaces - No, no new connections will be created

Increase aesthetic standards of neighborhoods - No, neighborhood aesthetics will not change

## Parking and Signage Improvements

### 1. *Economic*

Increase jobs - No, no new jobs will be created

Increase tax revenue - No, this alternative will not increase tax revenue

Decrease expenditures - No, expenditures will not be reduced

### 2. *Environment*

Increase environmental quality - No, this alternative will not improve environmental quality

Decrease resource consumption - No, this alternative will not reduce resources used

Increase resource recovery - No, this alternative will not recover additional resources

### 3. *Quality of Life*

Increase income opportunity - Yes, improving parking will increase income opportunity for businesses in busy areas

Increase and connect open spaces - No, no new open spaces will be created/connected

Increase aesthetic standards of neighborhoods

- Yes, signs can improve aesthetics directly and by directing cars to lots off the street





# Recommendation

## Alternative Transportation Options for City Commuters

This alternative proposes a package of alternative transportation options for residents of Wauwatosa. This package consists of two main parts; the addition of an express bus route between key high density destinations in Wauwatosa and the inclusion of transportation sharing services such as bikeshare and zipcar.

The bus route would run from areas of high residential density in Wauwatosa, such as the East and upper West sides, to areas of major employment and commercial activity, including the Mayfair Collection, the Mayfair Mall, and the Milwaukee Regional Medical Center. The City would need to contract MCTS to plan and run the new bus line. Cost, however, would not solely be a city expense. The city should seek partnerships with major employers who would benefit from these bus lines. These employers could help sponsor the bus lines in exchange for reduced fares for their employees, which they could offer as a competitive employment benefit. This would also reduce parking requirements for some businesses.

This alternative also proposes transportation sharing services to further reduce automobile transportation and the necessity for automobile ownership. This would include the introduction of bikesharing services at key commercial and high-density residential locations in the community. Additionally, the city could partner with Zipcar and major employers to establish car rental locations in some of these locations. This could be incentivised for partners

in much the same way that the bus routes would be: guaranteed income for Zipcar in exchange for reduced rates that can be offered as an employee benefit by major employers. These alternative transportation options would work together to reduce automobile dependency in Wauwatosa. This would reduce the number of cars on the roads and decrease commute times during rush hour traffic. As a result, air quality in Wauwatosa would be improved and less fossil fuels would be consumed overall. The community would see economic benefits as well in the form of increased jobs for running

### Case Study

#### Business Partnerships with MCTS The Commuter Value Program

The MCTS Commuter Value Program, which is already in operation, offers the opportunity for employers to pay fares for their employees at a reduced rate. The program is flexible, allowing employers to pay for some or all of the reduced fares, and only for the employees that are interested in the program.

This is an excellent opportunity for the city to facilitate public-private partnerships in Wauwatosa. This program has already been a success for a number of well known organizations in Milwaukee, such as Johnson Controls, Qaurles & Brady and UWM.

the transportation services and potential for more commercial development with improved consumer mobility to commercial destinations. Citizens would also benefit directly from the reduced need for households to own multiple cars, reducing or eliminating the maintenance costs associated with vehicle ownership.

*Short-term: Develop Partnerships and Small Scale Service Options*

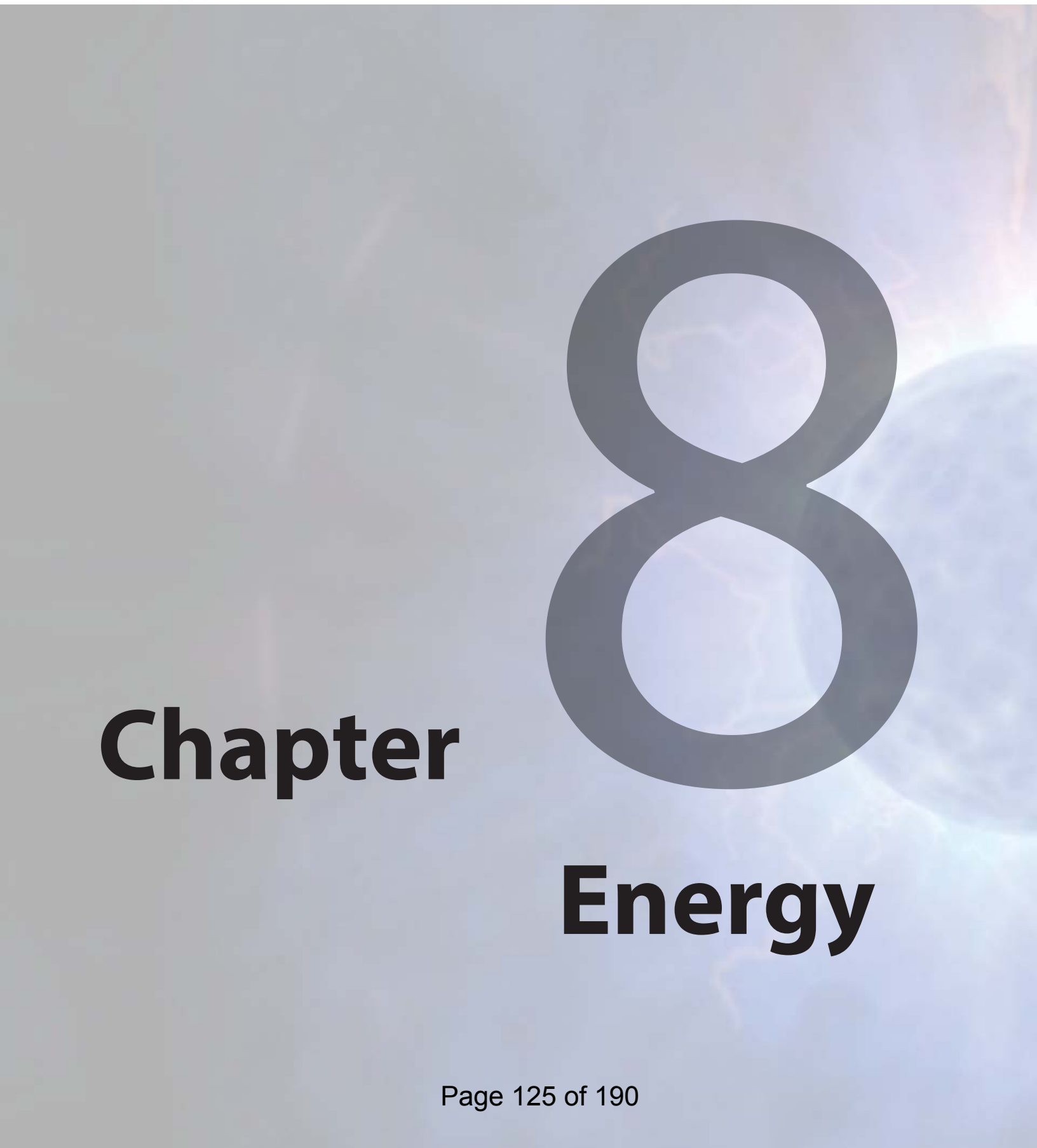

This alternative will require significant front-end planning efforts. The city will need to outreach to businesses and potentially establish non-binding pledges for program participation. This will need to be presented to MCTS and Zipcar in addition to proposed routes and locations. For initial implementation, the city might want to start out on a small scale to test

the success of each transportation services. For example, they might try one bus route with fewer stops during the holiday shopping season.

*Long-term: Expansion of Partnerships and Services*

The benefits for this alternative will be long term. The goal of the alternative is to create lasting business partnerships for the future while reducing the city's dependency on automobiles on a long term basis. This alternative will need to be monitored periodically to make sure that it is economically sustainable. It will also likely start out on a smaller scale and need to be expanded on in the future. This will require the recruitment of more businesses for participation. Existing stories of success can be used to demonstrate the value to these businesses. Eventually, the city might look to expand bus routes out to other areas where they draw commuters from.





# **Chapter**

# 8

# **Energy**



## **Invest In and Encourage Dense Development**

Switch to Alternative Fuels for Fleet Vehicles

Consider No Idling Policies for municipal vehicles

Promote WE Energies Energy for Tomorrow



## Alternative 1

### Invest In and Encourage Dense Development

- Wide selection of building stock that provides both residents and businesses with options
- Different options and amenities on the East and West sides, this array of options is something to be celebrated
- Important to focus on urban infill and refill
- Identifying properties that can be reused and retrofitted with energy saving standards as targets.
- Wauwatosa is still growing and is still attracting a variety of residents and businesses, each with different needs.
- Benefits for investing in and encouraging dense development include energy conservation and savings, but also more efficient delivery and use.

## Alternative 2

### Switch to Alternative Fuels for Fleet Vehicles

- Continued and expanded use of fossil fuels is unsustainable
- Fossil fuel manufacturing and emissions have negative health and environmental consequences, and are costly to import and transport.
- Sends money away from community
- Fuel alternatives to explore include:
  - Compressed Natural Gas (CNG)
    - Composed of compressed methane gas.
    - Cleaner emissions and there is typically less fuel waste.
    - Less engine corrosion than gasoline and diesel engines presents maintenance savings for fleet vehicles that often reach high mileages.
  - Drawbacks, include transportation methods, larger and more costly storage requirements, and limited infrastructure.



#### E85

- Blend of 85% denatured ethanol and 15% gasoline.
- Most common in flex-fuel vehicles in the United States.
- Less carbon intensive fuel than traditional gasoline.
- Harvested from renewable sources
- Possibility for localized production
- Drawbacks include less fuel economy than conventional gasoline as well as inconsistencies on the emissions. Since the renewable resource is often corn, it opens the debate over whether or not food should be used as a fuel source.

#### Hybrid-Electric vehicles (HEV)

- Powered by a combination of electric generation and traditional gasoline
- High fuel economy, energy recapture and reasonably low amount of overall energy waste.
- Drawbacks include battery toxicity and the higher cost

### Alternative 3

#### **Consider No Idling Policies for municipal vehicles**

- This policy should require all vehicle operators to turn off their engines prior to leaving their vehicles.
- Leaving vehicles idling, rather than turning them off is damaging to the environment and but is also costly as a result of the fuel that is wasted.
- Optimize the performance and help extend the life of municipal vehicles
- UPS research has shown idling for 10 minutes per day wastes upward to 25 gallons of gas per year.
- Reducing idling will:
  - Have a positive effect on the air quality
  - Reduce harmful emissions
  - Decrease wasted fuel
  - Present cost savings for the city.

### Alternative 4

#### **Promote WE Energies Energy for Tomorrow**

- Allows WE Energies customers to choose to participate in a program that increases the electricity production from wind, water, solar and landfill gas.
- Decreasing the use of electricity generated from coal and natural gas in order to reduce greenhouse gas emissions.
- With a structured buy-in, WE Energies replaces traditional fuels with the purchase of renewable energy to match the percentage of a customer's electrical use.

## Evaluation

Objective	Criteria	Pursue Vendors that Match or Exceed Sustainability Targets	Invest In and Encourage Dense Development	Switch to Alternative Fuels for Fleet Vehicles	Consider No Idling Policies for municipal vehicles	Promote WE Energies Energy for Tomorrow
Economic	Increase Jobs in the Community	No	Yes	No	No	No
	Increase Tax Revenue for Municipality	No	Yes	No	No	No
	Decrease Expenditures for Municipality	No	No	No	Yes	No
Environment	Increase Environmental Quality (Air, Water, and Land)	Yes	Yes	Yes	Yes	Yes
	Decrease Resource Consumption	Yes	Yes	Yes	Yes	No
	Increase Resource Recovery	Yes	Yes	No	No	Yes
Quality of Life	Increase Income Opportunity for Residents (cost savings/extra income)	Yes	Yes	Yes	No	No
	Increase Open Spaces or Connections Between Them	No	Yes	No	No	No
	Increase Neighborhood Aesthetic Standards	No	Yes	No	No	No
Summary	Yes	4	8	3	3	2
	No	5	1	6	6	7
Meets Criteria?		No	Yes	No	No	No

### Pursue Vendors that Match or Exceed Sustainability Targets

#### 1. Economic

Increase jobs - No, no new jobs will be created from this alternative

Increase tax revenue - No, no new tax revenue will be created from this alternative

Decrease expenditures - No, expenditures will not be decreased from this alternative

#### 2. Environment

Increase environmental quality - Yes, this will increase environmental quality

Decrease resource consumption - Yes, this will decrease resource consumption

Increase resource recovery - Yes, pursuing sustainable vendors will increase resource recovery

#### 3. Quality of Life

Increase income opportunity - Yes, pursuing sustainable vendors will increase income opportunities for residents

Increase and connect open space - No, pursuing sustainable vendors will not increase open spaces or connections between them

Increase aesthetic standards of neighborhoods - No, pursuing sustainable vendors will not increase neighborhood aesthetic standards

## **Invest In and Encourage Dense Development**

### **1. Economic**

Increase jobs - Yes, this will increase jobs in the community

Increase tax revenue - Yes, this will increase tax revenue for the municipality

Decrease expenditures - No, this will not decrease municipal expenditures

### **2. Environment**

Increase environmental quality - Yes, this will increase environmental quality

Decrease resource consumption - Yes, this will decrease resource consumption

Increase resource recovery - Yes, this will increase resource recovery

### **3. Quality of Life**

Increase income opportunity - Yes, this will increase income opportunities for residents

Increase and connect open space - Yes, this will increase open spaces or connections between them

Increase aesthetic standards of neighborhoods - Yes, this will increase neighborhood aesthetic standards

## **Switch to Alternative Fuels for Fleet Vehicles**

### **1. Economic**

Increase jobs - No, considering low carbon fuels for fleet vehicles will not increase jobs in the community

Increase tax revenue - No, considering low carbon fuels for fleet vehicles will not increase tax revenue for the municipality

Decrease expenditures - No, considering low carbon fuels for fleet vehicles will not decrease municipal expenditures

### **2. Environment**

Increase environmental quality - Yes, considering low carbon fuels for fleet vehicles will increase environmental quality

Decrease resource consumption - Yes, considering low carbon fuels for fleet vehicles will decrease resource consumption

Increase resource recovery - No, considering low carbon fuels for fleet vehicles will not increase resource recovery

### **3. Quality of Life**

Increase income opportunity - Yes, considering low carbon fuels for fleet vehicles will increase income opportunities for residents

Increase and connect open space - No, considering low carbon fuels for fleet vehicles will not increase open spaces or connections between them

Increase aesthetic standards of neighborhoods - No, considering low carbon fuels for fleet vehicles will not increase neighborhood aesthetic standards

## **Consider No Idling Policies for Municipal Vehicles**

### **1. Economic**

Increase jobs - No, considering 'no idling' policies will not increase jobs in the community

Increase tax revenue - No, considering 'no idling' policies will not increase tax revenue

Decrease expenditures - Yes, considering 'no idling' policies will decrease municipal expenditures

### **2. Environment**

Increase environmental quality - Yes, considering 'no idling' policies will improve air quality

Decrease resource consumption - Yes, considering 'no idling' policies will decrease resource consumption

Increase resource recovery - No, considering 'no idling' policies will not increase resource recovery

### **3. Quality of Life**

Increase income opportunity - No, considering 'no idling' policies will not increase income opportunities for residents

Increase and connect open space - No, considering 'no idling' policies will not increase open spaces or connections between them

Increase aesthetic standards of neighborhoods - No, considering 'no idling' policies will not increase neighborhood aesthetic standards

## **Promote WE Energies Energy for Tomorrow**

### **1. Economic**

Increase jobs - No, promoting WE Energies 'Energy for Tomorrow' will not increase jobs

Increase tax revenue - No, promoting WE Energies 'Energy for Tomorrow' will not increase tax revenue for the municipality

Decrease expenditures - No, promoting WE Energies 'Energy for Tomorrow' will not decrease municipal expenditures

### **2. Environment**

Increase environmental quality - Yes, promoting WE Energies 'Energy for Tomorrow' will increase environmental quality

Decrease resource consumption - No, promoting WE Energies 'Energy for Tomorrow' will not decrease resource consumption

Increase resource recovery - Yes, promoting WE Energies 'Energy for Tomorrow' will increase resource recovery

### **3. Quality of Life**

Increase income opportunity - No, this will not increase income opportunities for residents

Increase and connect open space - No, this will not increase open spaces or connections

Increase aesthetic standards of neighborhoods - No, this will not increase neighborhood aesthetic standards

## Recommendation

### Invest in and Encourage Dense Development

Investing in more dense development patterns includes environmental, quality of life and economic benefits that can all lead to more efficient energy use, community wide. Some environmental benefits include, decreased number of trips taken by vehicle, improved walkability, preservation of existing open space and planning for new open spaces. By investing in more dense development patterns, it is also possible to manage stormwater more efficiently and regulate design guidelines in order to better manage the existing (albeit aging) sewer infrastructure.

Investing in dense development is valuable for the quality of life in Wauwatosa; businesses and residents currently enjoy a high quality of municipal services and by investing in more dense development, appropriate actions can be taken so that future generations will be able to enjoy the same high level of services. Providing more opportunities for commercial-residential mixed use developments, with a mix of affordable and market rate units, can increase the number of jobs in Wauwatosa, increase consumer spending, and provide housing and employment opportunities and accessibility for the, otherwise, economically disenfranchised.

Economically, investing in dense development will benefit Wauwatosa's community as a whole. By planning for dense development and focusing infrastructural investments, both the city and its partners can determine and prioritize development efforts. By planning for an increase

in residential capacity, and building at the appropriate density, Wauwatosa can increase its property tax revenue stream and foster more live/work/play environments that, again, keep consumer dollars in Wauwatosa; which in turn, will allow Wauwatosa to continue presenting as an attractive city for businesses to locate in. Investing in dense development will be beneficial for the long term economic sustainability of Wauwatosa.

There are several recent examples of this type of preferred dense mixed-use development, some of the stand-out examples include:





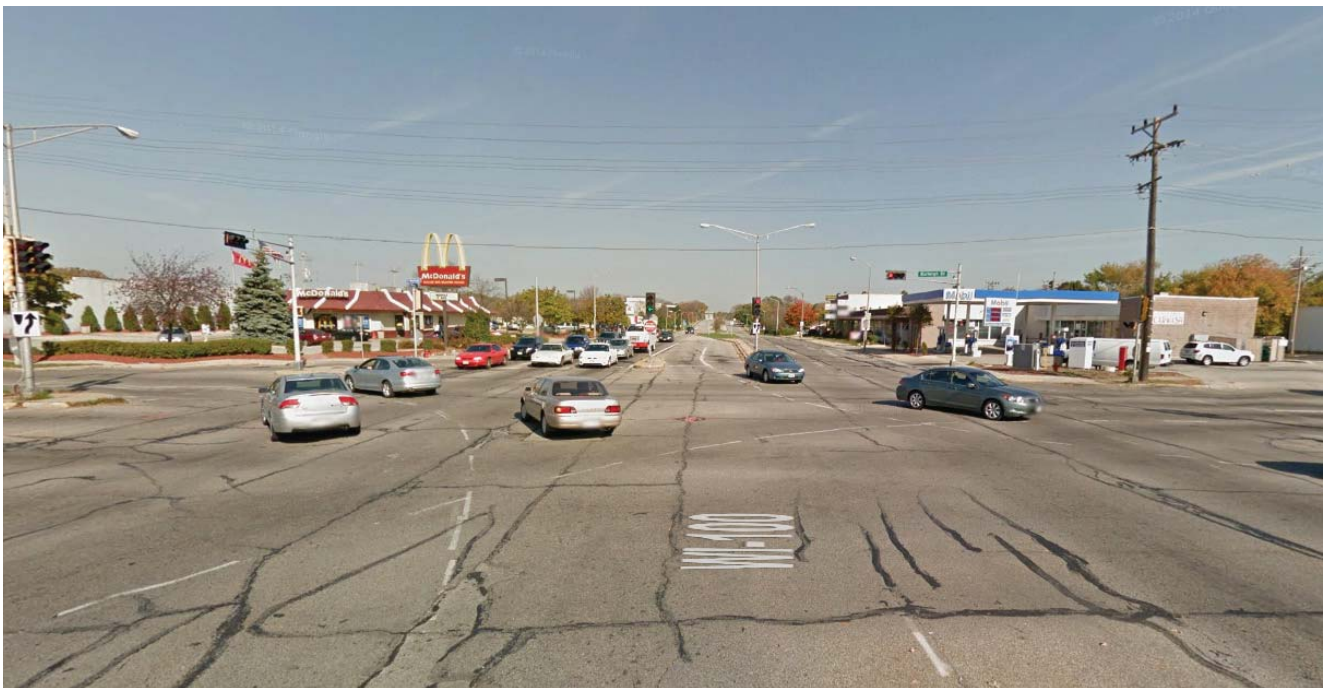
Lefebber Point, Locker's Point, and The Enclave. The Mayfair Collection is an exceptional example of adaptively reused warehouse space that now hosts a variety of premium discount retail stores that will likely spur future development in the Burleigh Triangle.

#### *Short Term*

- collaborative partners (city of Milwaukee)
- Identify potential sites for redevelopment
- Partner with MWERC
- Partner with Neighborhood Associations

#### *Long Term*

- Capital Improvement Projects/Investment
- Market analysis







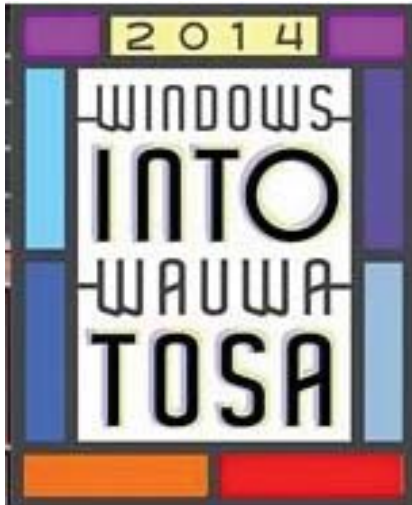


**Chapter**

# **Human Capital**



Neighborhood Association Partnership  
Youth Mentoring Programs  
New Leadership Development Program  
**Increase Use of Existing Public Spaces**  
**Shared Workspace and Incubator for Home-  
Based and Sustainable Business**



## Alternative 1

### Neighborhood Association Partnership

- This effort would involve the city's Public Works and Development departments partnering with the many neighborhood associations in Wauwatosa to connect with area residents regarding the significance of sustainability and the role residents may play in helping Wauwatosa pursue sustainable practices.
- The two municipal departments would create marketing and information brochures regarding the city's recycling program and energy-efficient appliances, architectural features, and incentives related to these sustainability topics.
- The neighborhood associations would distribute brochures and explain the sustainability issues to residents at the community events they host.
- A partnership such as this would allow the city's outreach efforts to reach more residents than if the city attempted to educate area residents on sustainability by itself.

## Alternative 2

### Youth Mentoring Programs



- The Mayor's office would partner with the Wauwatosa Chamber of Commerce, and the Greater Milwaukee Foundation to establish a mentoring program between high school youth and local businesses.
- This would allow young adults to obtain work and networking experience.
- Business relationships between youth and local businesses would allow for information exchange and the potential for youth to work with important business owners and leaders in Wauwatosa.
- The Refresh Milwaukee Plan has a similar initiative from which this alternative draws.

### Alternative 3

#### **New Leadership Development Program**

- Partnership between the Wauwatosa Chamber of Commerce and the city's Economic Development Department or another area economic development entity
- This alternative would involve efforts to create a successful Leadership Development program and allow local businesses to send their employees to the program's activities.
- The City of Wauwatosa can model the components of its Leadership Development Program on successful precedents such as Disney, Time Warner and Coca Cola.
- The Chamber of Commerce and Economic Development Department could consider working with a firm such as Leadership IQ to assist area firms in developing or refining their own Leadership Development programs.
- The program would develop the employees intellectually and encourage innovation in them. Area firms offer facilities in which interns and entry-level employees may develop as innovators.
- The Chamber of Commerce and another economic development partner would facilitate the program and Wauwatosa companies would implement it within their firms.

### Alternative 4

#### **Increase Use of Existing Public Spaces**

- The Wauwatosa Planning Department would conduct a survey of existing public spaces such as schools, churches, community centers in the city and determine whether gaps exist in their current schedules that would allow these facilities to host neighborhood or community events.
- This initiative focuses on maximizing the use of existing facilities rather than building new ones.
- Existing facilities that serve a community function should have recycling receptacles easily visible and conveniently located for participants.
- The Planning and Zoning Department could post a schedule at a central online location showing event bookings for all public spaces in the city.
- The city should consider a third-party environmental or efficiency certification for renovations of existing public facilities.
- The city should consider implementing beautification and sustainability initiatives such as rain gardens, bioswales, trees, and permeable pavement at existing public facilities.
- The use of additional existing space would allow neighborhood associations to hold more events, ideally within walking distance of most residents.
- The city already has much county park space within its borders, but could focus on improving connections between the parks for bicycles and pedestrians as an additional component of this alternative.



## Alternative 5

### **Shared Workspace and Incubator for Home-Based and Sustainable Business**

- This alternative involves the city's Chamber of Commerce and Economic Development department and would market the city to sustainable businesses.
- The city could consider sending representatives to trade fairs, conferences, and other area and regional business events where sustainable businesses attend.
- The city would market its existing industry, central location in the Milwaukee Metro area, and potential client base to prospective sustainable businesses.
- The city could consider establishing shared workspace for home-based businesses so that these business owners have conference and office spaces available within walking or biking distance of their homes.
- The city should examine its existing building stock to determine whether space exists for an incubator that would host sustainable businesses.
- The city should market to businesses that reuse waste from other industries, restaurants or stores that sell organic food, and do not use hazardous materials.
- The city would maintain aesthetic standards for the renovation of any existing building(s) that would serve green businesses.





## Evaluation

Objective	Criteria	Neighborhood Association Partnership	Youth Mentoring Programs	New Leadership Development Program	Increase Use of Existing Public Spaces	Shared Workspace and Incubator for Home-Based and Sustainable Business
Economic	Increase Jobs in the Community	No	Yes	Yes	Yes	Yes
	Increase Tax Revenue for Municipality	No	No	No	No	Yes
	Decrease Expenditures for Municipality	Yes	No	No	No	No
Environment	Increase Environmental Quality (Air, Water, and Land)	Yes	No	Yes	Yes	Yes
	Decrease Resource Consumption	Yes	No	Yes	Yes	Yes
	Increase Resource Recovery	Yes	No	No	Yes	Yes
Quality of Life	Increase Income Opportunity for Residents (cost savings/extra income)	No	Yes	Yes	No	Yes
	Increase Open Spaces or Connections Between Them	No	No	No	Yes	No
	Increase Neighborhood Aesthetic Standards	Yes	No	No	Yes	Yes
Summary	Yes	5	2	4	6	7
	No	4	7	5	3	2
Meets Criteria?		Yes	No	No	Yes	Yes

### Neighborhood Association Partnership

#### 1. Economic

Increase jobs - No, either existing staff could handle the task of coordinating the program, or the program would require the creation of few enough jobs that the program would not create a notable increase in jobs

Increase tax revenue - No, this program focuses on creating partnerships that involve the participation of neighborhood associations. No new development will result that could increase city tax revenues

Decrease expenditures - Yes, this program would take some burden of community education and outreach off of the city, and allow neighborhood associations to conduct some of these tasks

#### 2. Environment

Increase environmental quality - Yes, these partnerships could include environmental aspects or they could address environmental concerns

Decrease resource consumption - Yes, these partnerships could involve education or outreach that neighborhood associations could conduct to convey messages regarding energy efficiency to neighborhood residents

Increase resource recovery - Yes, partnerships with neighborhood associations would allow the city to reach out to more residents in regards to recycling, composting, yard waste, and other recovery programs

### **3. Quality of Life**

Increase income opportunity - No (these partnerships focus on educating residents on sustainability issues and incentives - No economic development component exists).

Increase and connect open spaces - No (these partnerships would not focus on increasing and connecting open spaces).

Increase aesthetic standards of neighborhoods - Yes (these partnerships could allow the city to work with neighborhood associations to develop or improve aesthetic standards in local neighborhoods).

## **Youth Mentoring Programs**

### **1. Economic**

Increase jobs - Yes, the program creates the potential for high-school aged youth to potentially work for area businesses that participate in the program

Increase tax revenue - No, This mentoring program involves pairing high school students with local businesses, and has no means of increasing tax revenues

Decrease expenditures - No, this program will not decrease city expenditures

### **2. Environment**

Increase environmental quality - No, this is a mentorship program that does not address the environment

Decrease resource consumption - No, this program would not decrease the amount of resources that businesses already use

Increase resource recovery - No, this program would not likely affect the amount of recycling that businesses undertake already

### **3. Quality of Life**

Increase income opportunity - Yes, this alternative would allow high-school aged youth to potentially work for the businesses that they pair with. In any event, it will allow the youth to gain work-related experience that will benefit them from a career standpoint

Increase and connect open spaces - No, this alternative would not address open space

Increase aesthetic standards of neighborhoods - No this alternative would not address aesthetic standards

## **New Leadership Development Program**

### **1. Economic**

Increase jobs - Yes, this program has the potential to create jobs if enough people participate in the program. The program would require leaders to hold classes and other activities for participants. Depending on demand, this program has the potential of job creation.

Increase tax revenues - No, this leadership development program will not create new development or any other means by which to increase tax revenues

Decrease expenditures - No, The Economic Development Department would have to devote staff time towards creating and maintaining this program. Expenditures would only decrease if the city transferred responsibility of managing the program to other entities.

## **2. Environment**

Increase environmental quality - No, this leadership development program focuses on the benefit of Wauwatosa's workforce, and does not address environmental concerns).

Decrease resource consumption - Yes, this program provides leadership development opportunities for Wauwatosa residents in their community, and prevents them from having to travel to other communities for these programs

Increase resource recovery - No, this program does not address recycling or other resource recovery aspects

## **3. Quality of Life**

Increase income opportunity - Yes, this alternative would allow young employees to obtain leadership experience that will allow them to move up in company settings

Increase and connect open space - No, this alternative will not address open space

Increase aesthetic standards of neighborhoods - No, this alternative does not address aesthetic standards

## **Increase Use of Existing Public Spaces**

### **1. Economic**

Increase jobs - Yes, the installation of sustainable features in and on existing properties would require personnel to install and maintain them

Increase tax revenue - No, this alternative would not bring in additional tax revenue if existing spaces host events

Decrease expenditures - No, this alternative would increase the amount of green space that the city would have to pay for and maintain

### **2. Environment**

Increase environmental quality - Yes, if the city creates new community space and incorporates third party efficiency certification during the process, this alternative would increase environmental quality

Decrease resource consumption - Yes, new spaces may enjoy greater energy efficiency, and if the community makes use of existing spaces instead of constructing new ones, this will use less resources than if the city built new

Increase resource recovery - Yes, this alternative would allow for more events to take place in community facilities which can provide recycling receptacles for easy use

### **3. Quality of Life**

Increase income opportunity - No, this alternative focuses more on spaces for community and social events

Increase and connect open space - Yes, increase in the amount of open spaces and connections between them is an important component of this alternative

Increase aesthetic standards of neighborhoods - Yes, the improvement of community facilities and open spaces would likely have beneficial effects on the neighborhoods that have these facilities

## **Shared Workspace and Incubator for Home-Based and Sustainable Business**

### **1. Economic**

Increase jobs - Yes, if the initiative enjoys success, the city will see an increase in the number of locally operated businesses

Increase tax revenue - Yes, the initiative would result in more businesses that would contribute to the city's tax base

Decrease expenditures - No, the alternative would not decrease expenditures if the city coordinates and handles the marketing and incentive campaigns for these businesses

### **2. Environment**

Increase environmental quality - Yes, this alternative would decrease the number of business owners and clientele traveling distances for goods and services because more businesses would locate in Wauwatosa

Decrease resource consumption - Yes, this alternative will take some commuters off the roads and encourage home-based work patterns

Increase resource recovery - Yes, the city could continue to market recycling programs with residents who double as business owners

### **3. Quality of Life**

Increase income opportunity - Yes, this alternative would help home and organic-based businesses and would create an opportunity for more income to these businesses

Increase and connect open space - No, this alternative does not address open space

Increase aesthetic standards of neighborhoods - Yes, this alternative could include a component that would encourage home-based businesses to maintain high quality designs and appearances



## Recommendation

### Increase Use of Existing Facilities for Community Activities

Stakeholders at the West Side public meeting mentioned that the community currently faces a shortage of spaces to hold community and public events. The use and improvement of existing spaces for community and social functions would allow residents to attend events within walking distance of their neighborhoods.

#### *Short-term: Survey of Community Spaces*

The Wauwatosa Planning Department would conduct a survey of existing community spaces such as local schools, churches, the library, and parks. (Endnote that explains that these spaces are listed in the appendix). The planning department would work with the neighborhood associations to send a one-page mail survey to each of the locations. This survey would capture data on the types of spaces these locations offer (such as gymnasiums, outdoor patio spaces, multipurpose rooms, auditoriums, conference rooms, kitchens, etc.) and what times of the week that these spaces are unoccupied throughout the year. After the planning department obtains the survey data from these locations, the department will then analyze the data and determine whether gaps in the booking of spaces currently exist. The analysis would allow the department to determine whether existing community facilities are underused. This initiative focuses on increasing the use of existing facilities rather than constructing new ones. This action would include environmental components such as the inclusion of recycling receptacles in spaces that currently lack them.

#### *Long-term: Improvement of Community Spaces (Solar, Water, Energy Features, and Bike Parking)*

Long-term components of this alternative include the retrofit of existing facilities with sustainable features such as rain gardens, bioswales, permeable pavement, solar shading, and energy-efficient fixtures. Schools and the public library could benefit from the installation of all the features mentioned, while churches





could benefit from the installation of energy-efficient fixtures, permeable pavement, solar shading, and rain gardens. The city should also partner with the entities that govern or operate community facilities by pursuing third-party environmental certification for any renovations that occur with the facilities. Though the long-term components of this initiative would likely require many years to implement, these actions would allow Wauwatosa to increase the use of existing local facilities for the events that foster community in the city.

After the implementation of the retrofits is complete, the community spaces will have the ability to serve an educational purpose for the citizens of Wauwatosa. Citizens that visit the improved spaces will see sustainable features in action and learn of their benefits through observation. This educational opportunity is the end goal and will ideally convince citizens of the justification behind the use of sustainable features.

This alternative met the majority of our criteria. It would increase jobs in the community because the retrofit of existing facilities and spaces with green features would require labor. It would increase environmental quality, decrease resource consumption, and increase

resource recovery in the community through the installation of recycling receptacles and energy efficient fixtures to make existing public facilities more sustainable. Finally, it would improve the amount of open space by enhancing the connectivity between open spaces. Aesthetic standards of neighborhoods would benefit because the city would ensure that renovations and retrofits of existing buildings met aesthetic standards.

This alternative has short and long-term components. The survey of existing available spaces that could host public and community events would likely occur within a short time frame of 3 months. The creation of a database of these spaces, what events they currently host, and when they are available would likely take several months. Some aspects of the program, such as retrofitting existing facilities in the community with sustainable features would likely take years to implement. The program's implementation could occur short-term, but the program would not see all of its components implemented until longer periods of time have passed.





## Incubator for Green, Home-Based, and Organic Businesses

### *Short-term: Marketing Efforts for Sustainable Businesses*

This alternative would market Wauwatosa to sustainable businesses, recruiting them to locate in Wauwatosa. The Wauwatosa Chamber of Commerce and the city's Economic Development Department would work together to implement this initiative. The city would send representatives to trade fairs, conferences, and other area and regional events where sustainable businesses might attend. The city would market its existing industry, central location in the Milwaukee Metro area, and potential client base to prospective sustainable businesses. Businesses that reuse waste from other industries, restaurants and stores that sell organic food, and businesses that do not use hazardous materials all make good candidates for these marketing efforts.

### *Long-Term: Incubator Space for Sustainable Businesses*

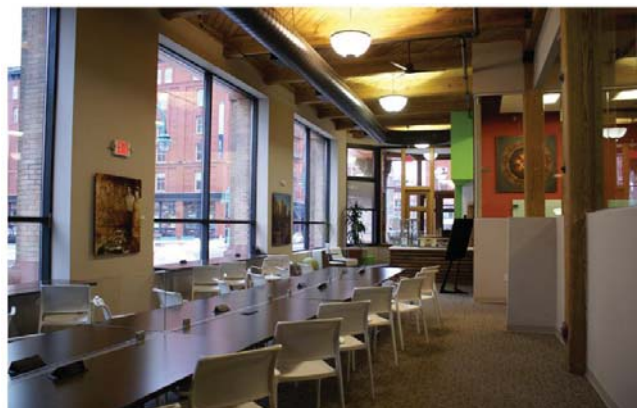
The community would partner with a private developer such as HKS Holdings to create a shared workspace and incubator within Wauwatosa for sustainable businesses. Wauwatosa is home to the Milwaukee County Research Park, which could serve as an ideal location for a specialized incubator. The Hudson's Business Lounge and Global Water Center in Milwaukee are models of an effective shared workspace and incubator. The workspace would provide conference and office spaces to residents who normally work from home. The space will allow

home-based businesses to enjoy access to these workspaces within walking or biking distance of home. The remainder of the incubator would house sustainable businesses that could collaborate with other businesses, academic, and research partners. UWM, Marquette, MSOE, and other academic institutions already have presences in or near Wauwatosa, and they would serve as valuable partners for this incubator.

The city should examine its existing business stock to determine whether infill space exists for this incubator. This initiative has the potential



to increase the number of jobs and amount of tax revenue in the community through the recruitment of additional businesses. This initiative would include a quality of life component, because the city would uphold aesthetic standards for any building retrofits involved. A sustainable business incubator would increase environmental quality, decrease resource consumption, and increase resource recovery because residents could live and work in the same community. Therefore, business in Wauwatosa would require less travel and fewer fossil fuels. Finally, the alternative would have the ability to increase income opportunity for area residents who would have more job opportunities within their community. Though this alternative requires ongoing, constant commitment in order to enjoy success, the city will likely see an increase in economic development related to sustainable businesses. This program would occur over a long time period. The creation of marketing messages and materials would require several months to complete, and the actual marketing efforts would require ongoing staff commitment in order for the alternative to enjoy success. The recruitment of prospective businesses would also require ongoing commitment over several years.



Environmental Rating Systems	Pros	Cons
Leadership in Energy and Environmental Design (LEED)	<ul style="list-style-type: none"> <li>• Looks at entire life of a project and addresses sustainability from a design standpoint</li> <li>• Rates projects based on their conformance with LEED criteria</li> <li>• Four levels of certification (LEED certified, Silver, Gold, Platinum)</li> <li>• Research-backed standards increases credibility</li> <li>• Long history</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Developers may often pursue very easy measures to obtain the most points rather than placing the environment first.</li> <li>• Costly fees in order to obtain LEED certification</li> <li>• Examines the building or development but not the context (building in the desert may obtain LEED certification but not have sustainable context surrounding it).</li> </ul>
Energy Star	<ul style="list-style-type: none"> <li>• Energy Star products must meet efficiency standards for water and energy use</li> <li>• Long (20+ year) history of Energy Star Program</li> <li>• Federally-backed program</li> </ul>	<ul style="list-style-type: none"> <li>• Without proper education, users of Energy-Star appliances may use more water or electricity than necessary</li> </ul>
Living Building Challenge	<ul style="list-style-type: none"> <li>• Addresses buildings and their site context</li> <li>• Addresses Equity unlike other rating systems (LEED, Energy Star)</li> <li>• Requires a year of occupancy before certifying buildings</li> <li>• Buildings must purify their used water</li> </ul>	<ul style="list-style-type: none"> <li>• Projects can only obtain certification after one year of occupancy</li> <li>• Very recent (created in 2006), so does not enjoy the long history that other systems enjoy.</li> </ul>



# 10

## **Chapter**

# **Food System**





## **More Space for Urban Agriculture - “Backyard Shared”**

### **Policy Analysis in Urban Agriculture Zoning** “Mobile Days”

Partnership to provide food assistance for children, youth and others



## Alternative 1

### More Space for Urban Agriculture - “Backyard Shared”

- This alternative will create a program to connect people who have unused green space in their properties with people who want to do gardening who do not have space to do so.
- This alternative will identify and create a list of existing urban agriculture plot and a list of people who are interested to share their backyard for urban agriculture purposes in Wauwatosa
- The directory will be posted online along with some education and outreach program to connect people
- Washington DC’s program, ‘Sharing Backyard’

## Alternative 2

### Policy Analysis in Urban Agriculture Zoning

- This alternative will analyze whether the current regulations in Wauwatosa hinder any future urban agricultural initiatives
- It will also review the process of registration and permit application process to make sure that it is logical and streamline.
- Current zoning codes

*24.08.060 Agricultural Use Category (Use Classification)*

*Establishes the following uses*

- apiary (beehives of honey bees and the collection of honey)
- community garden (land used for vegetables, fruits by individuals or group who may or may not own or lease the subject land)
- farmer’s market (75% of products displayed are farm products and 75% of vendors are producers)
- nurseries and greenhouses (involved propagation and growth of plants in containers or in the ground for wholesale sales and distribution)

*24.09.080 Community Garden (Supplementary Use Regulation)*

*Provides detail regulation on how the garden should be used, maintained and operated:*

- The operator shall maintain productive use during growing season
- at the end of the season, the vegetation must be cut no more than 6 inches above the ground
- The property must meet the setback regulations as well as located 10 feet away from any property line
- City of Chicago recently adopted zoning changes to allow urban agriculture.





### Alternative 3 **"Mobile Days"**

- Temporary food stands-allowing sale of food from temporary locations within the city
- "Mobile Days" is an event to allow temporary food trucks to sell their food in the City.
- In 2011, the Chamber of Commerce in 2011 sponsored "Mobile Days" at the Research Park where street vendors and people worked around the area interacted over food.
- This event provides alternative food access for the workers who work around that area. It is also promotes economic activities for small business in Wauwatosa.
- This alternative will conduct "Mobile Days" at several location in Tosa (the Village, Research Park, downtown) for a period time in the summer to provide alternative food for the community.

### Alternative 4 **Partnership to Provide Food Assistance for Children, Youth and Others**

- They City of Wauwatosa will identify food accessibility in Wauwatosa especially for those who are marginalized (children, youth, homeless, minority, women).
- The City also need to identify which organizations already doing services in helping those who lack of healthy food access.
- The city can provide some funds for those organizations to improve equity for Wauwatosa's residents.
- The funding sources will come from the city's budget.



## Evaluation

Objective	Criteria	More Space for Urban Agriculture - "Backyard Shared"	Policy Analysis in Urban Agriculture Zoning	"Mobile Days"	Partnership to provide food assistance for children, youth and others
Economic	Increase Jobs in the Community	No	Yes	Yes	No
	Increase Tax Revenue for Municipality	No	No	Yes	No
	Decrease Expenditures for Municipality	No	No	No	No
Environment	Increase Environmental Quality (Air, Water, and Land)	Yes	Yes	No	No
	Decrease Resource Consumption	Yes	No	No	No
	Increase Resource Recovery	Yes	Yes	No	No
Quality of Life	Increase Income Opportunity for Residents (cost savings/extra income)	Yes	No	Yes	Yes
	Increase Open Spaces or Connections Between Them	Yes	Yes	No	No
	Increase Neighborhood Aesthetic Standards	Yes	Yes	Yes	No
Summary	Yes	6	5	4	1
	No	3	4	5	8
Meets Criteria?		Yes	Yes	No	No

### More Space for Urban Agriculture - "Backyard Shared"

#### 1. Economic

Increase jobs - No, it is a neighborhood project

Increase tax revenue - No, it will not increase property value

Decrease expenditures - No, it will not affect the City's budget

#### 2. Environment

Increase environmental quality - yes, it will promote more planting in the backyard

Decrease resource consumption - yes, it will provide the community to grow their own food in small scale

Increase resource recovery - Yes, provide space for composting?

#### 3. Quality of Life

Increase income opportunity - Yes, if they sell for profit

Increase and connect open spaces - yes, it provides connection to people

Increase aesthetic standards of neighborhoods - yes, it will enhance the community

### Policy Analysis in Urban Agriculture Zoning

#### 1. Economic

Increase jobs - yes, it will once the city adopt the changes

Increase tax revenue - no

Decrease expenditures - no, it requires labor time to do analysis

## **2. Environment**

Increase environmental quality - yes, it will once the city adopt the changes

Decrease resource consumption - no

Increase resource recovery - yes, it will be once the city adopt the changes

## **3. Quality of Life**

Increase income opportunity - no

increase and connect open spaces - yes, once it is adopted

increase aesthetic standards of neighborhoods - yes, once it is adopted

## **“Mobile Days”**

### **1. Economic**

Increase jobs - yes, provide space for street vendors

Increase tax revenue - yes, the street vendors have to apply for permit

Decrease expenditures - no

### **2. Environment**

Increase environmental quality - no

Decrease resource consumption - no

Increase resource recovery - no

### **3. Quality of Life**

Increase income opportunity - yes, people have opportunity for healthy food (especially for the street vendors)

increase and connect open spaces - no

increase aesthetic standards of neighborhoods - yes, provide different options

## **Partnership to Provide Food Assistance for Children, Youth and Others**

### **1. Economic**

Increase jobs - no

Increase tax revenues - no

Decrease expenditures - no, it will increase the city's expenditure

### **2. Environment**

Increase environmental quality - no

Decrease resource consumption - no

Increase resource recovery - no

### **3. Quality of Life**

Increase income opportunity - yes, providing food access for people who otherwise cannot afford it

Increase and connect open spaces - no

Increase aesthetic standards of neighborhoods - no

# Recommendation

## Urban Agriculture Task Force

The City of Wauwatosa should create a task force consisting of interested citizens and experts to examine the potential of urban agriculture in Wauwatosa. Currently, information about urban agriculture in Wauwatosa is very limited. The only identified community garden in Wauwatosa is the Firefly Ridge Urban Garden, which is run by the Milwaukee County Cooperative Extension. Nearby citizens can rent garden plots here to grow their own fruits and vegetables on. The task force will identify potential locations and challenges for urban agriculture. Based on the findings, the task force will develop a framework for improving urban agriculture in Wauwatosa. Additionally, the task force will create a network for communication between people who are interested in pursuing urban agriculture. The task force will provide periodical reports to the City of Wauwatosa about their progress.

### Short term

For short-term implementation, the task force will mainly examine the potential of urban agriculture activity in Wauwatosa. The first thing the task force will do is to set goals for urban agriculture improvement. These goals will lay the foundation for urban agriculture programs and policy in Wauwatosa.

Second, it will identify potential locations for urban agriculture. As shown on the map below, GIS analysis can be used to do this efficiently. The potential locations shown on this map are vacant lots and open space within the City

of Wauwatosa. Besides vacant lots and open space, other potential locations, such as schools yards, rooftops, and traffic medians could be considered. These spaces can provide access for people to garden and grow their own food even if they do not have backyard spaces that are suitable for gardening. The task force will determine viable spaces and contact the property owners to gauge potential interest in creating partnerships for urban agriculture.

Third, the task force will audit the Wauwatosa zoning code to determine the extent to which it encourages or discourages urban agriculture. In the existing zoning code, community gardens

**Neighborhood Farm Initiative  
Washington DC**  
Mission  
To promote collaborative, sustainable cultivation of food in urban spaces

- Provide education and resources
- Garden maps
- How to start community gardens
- Gardening history in DC
- Festival, "Homegrown DC"
- Report: Community Garden Census (Fall 2010)
  - » Existing community garden in DC
  - » Best practices for garden management and structure
  - » Facilitate resource-sharing and information between gardens

are regulated under 24.080.060 Agricultural Use Category and 24.09.080 Community Garden. The analysis will identify potential modifications that provide legal support for urban agriculture activities. The current zoning code is included below. The task force can compare this policy with other cities such as Seattle, Chicago, and Washington DC who are exemplary supporters of urban agriculture.

Fourth, the task force will create a database of existing urban agriculture sites. In the future, this database will be very important in providing information to people who are interested to participating in urban agriculture. In addition to site locations, the database will include organizations that are doing urban agriculture in Wauwatosa and surrounding communities like Milwaukee, West Allis, and Brookfield. The database will also provide basic guidelines on 'how to grow your own food' and 'how to build community gardens in your backyard'.

#### *Long Term*

For long-term implementation, the task force can be turned into a standing committee or nonprofit organization that will provide support for and information about urban agriculture in Wauwatosa. The 'Urban Garden Shared' program, implemented in Seattle, is an excellent example of such a program. This program matches potential gardeners with available spaces to grow food.

#### **Urban Garden Share - Seattle, Washington**

- "match eager gardeners with eager gardens"
- Grow their own food
- Yields are shared depending on the terms

#### **The Potential for Urban Agriculture in New York City: Growing Capacity, Food Security, & Green Infrastructure**

*Urban Design Lab at the Earth Institute, Columbia University (New York, 2012)*

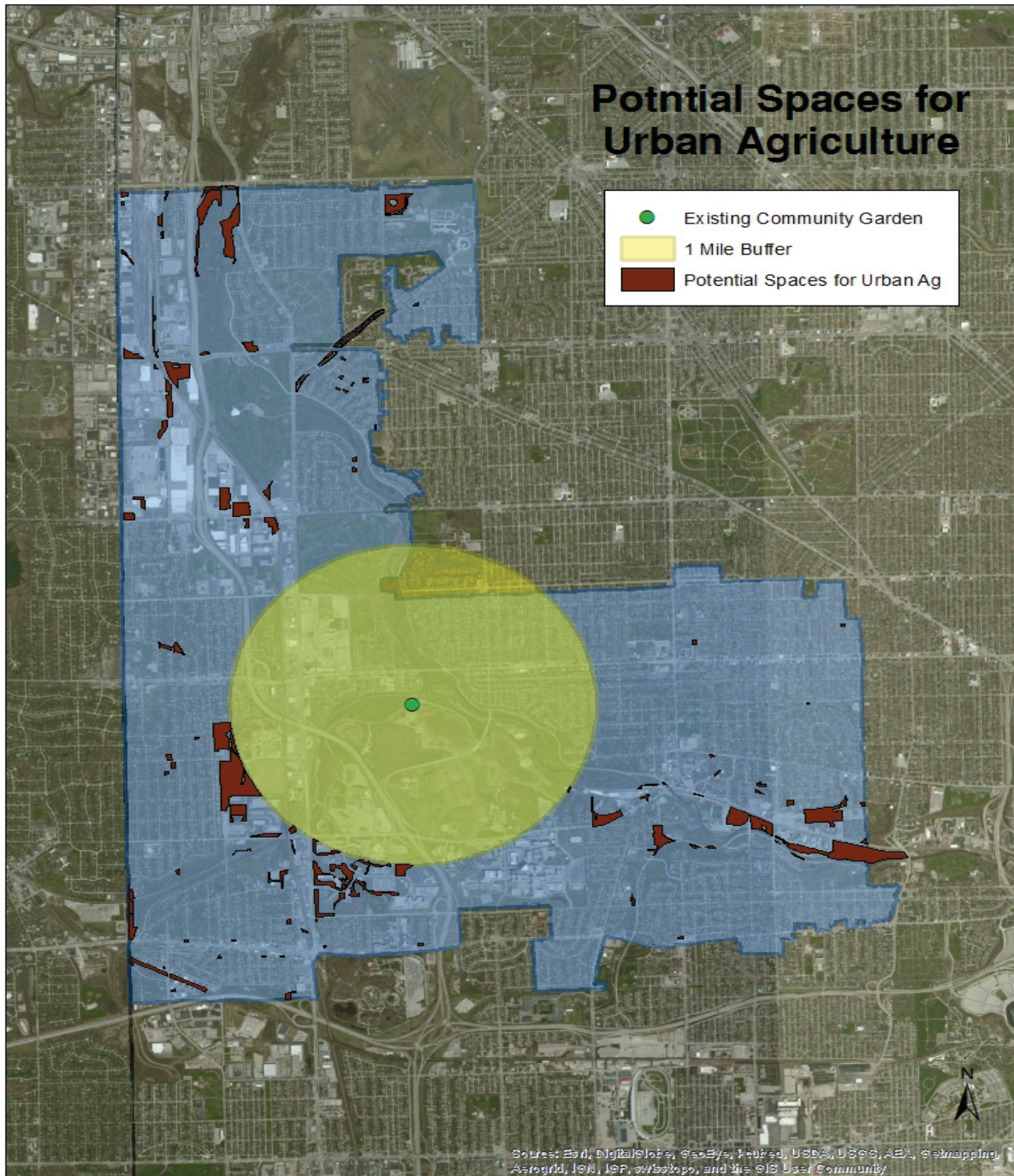
Sponsored by the New York State Energy Research and Development Authority and the Doris Duke Charitable Foundation

##### Purpose

- To outline and address issues related to urban agriculture
- To identify capacity of NYC urban crop production based on potential spaces for urban agriculture
- To identify potential benefits of urban agriculture in NYC
  - » Food security
  - » Storm water runoff and combined sewer overflow (CS) mitigation
  - » Energy use
  - » Waste reduction







**Community Garden Policy Reference Guide**  
 Public Health Law Center at William Mitchell  
 College of Law (Minnesota, 2012)  
 It provides overview of legal and policy con-  
 siderations when implementing a community

garden policy. The topics covered:


- Local government considerations
- Land use planning and zoning
- Community garden group consideration
- Liability





# Chapter 11

## Resource Recovery



## **Food Waste Recovery System for Residential** Industrial and Commercial Food Waste Recovery Policies

### **Neighborhood Composting Program**

Institutional Biodigester Investments

Community Outreach

Commercial and Industrial Outreach



## Alternative 1

### Food Waste Recovery System for Residential

- This alternative will expand the current garbage and recycling collection system by accommodating food waste curbside collection.
- This alternative will create a pilot project where the DPW will ask some households to participate in the program. The households will be asked to throw their food waste into special bin that will be collected weekly together with the regular garbage collection. The food waste bins can be sold for the same price as the recycling cart or refuse but they will have different colors.
- The waste trucks need some modification to separate the regular garbage and the food waste. The food waste collected through this process will be co-composted with the yard waste, currently managed by Purple Cow.
- The idea of this project comes from what the City of Dubuque, Iowa has done in the past when they created the food scrap recycling program in 2010.



## Alternative 2

### Industrial and Commercial Food Waste Recovery Policies

- The City of Wauwatosa will adopt a regulation in which industries and business owners located within Wauwatosa are required to have a food waste recovery system.
- The State of Massachusetts recently adopted a commercial food waste disposal effective on October 1, 2014, where business have to create a system to recover food waste. The food waste can either be donated, reuse (food animal), or reprocess for other purposes. The state provide a supportive organization, RecyclingWorks, to help the business adapt the new system.
- The City can adopt similar approach to promote more food waste recovery in Wauwatosa.

### Alternative 3

#### **Neighborhood Composting Program**

- The City of Wauwatosa will provide funds for neighborhood associations which are interested to create a composting program in their neighborhood.
- The City of Wauwatosa provide information about composting to the neighborhood association and they can reach out their community.
- If the community are interested to have neighborhood level composting program, they can apply for the grant from the City and once they receive the grant, the neighborhood will manage and operate the composting program.

### Alternative 4

#### **Institutional Biodigester Investments**

- The City of Wauwatosa will partner up with local institutional such as the Milwaukee Regional Medical Center, Milwaukee County Research Park, or University of Wisconsin-Milwaukee to invest in biodigester.
- The digesters will be used to convert organic matters and food waste produced from these institutions into energy and compost, which will divert waste from landfills.

### Alternative 5

#### **Community Outreach**

- The City of Wauwatosa will create a campaign to increase awareness in recycling and food waste recovery.
- A campaign, Recycle Everything, by the Mayor of New York City can be an example for the campaign strategy and content.
- This campaign is specifically targeted to the residents of Wauwatosa

### Alternative 6

#### **Commercial and Industrial Outreach**

- The City of Wauwatosa will create a campaign to increase awareness in recycling and food waste recovery specifically for commercial implementation.
- The City will provide information, resources, and training about food waste recovery, organic composting, and recycling.
- The business owners located in Wauwatosa can have access to this information and get some training at no cost to implement these initiatives.
- The model of this project is from the 'Love Food not Waste' campaign implemented at the City of Eugene, Oregon.

## Evaluation

Objective	Criteria	Food Waste Recovery System for Residential	Industrial and Commercial Food Waste Recovery Policies	Neighborhood Composting Program	Institutional Biodigester Investments	Community Outreach	Commercial and Industrial Outreach
Economic	Increase Jobs in the Community	Yes	Yes	No	Yes	No	No
	Increase Tax Revenue for Municipality	No	No	No	No	No	No
	Decrease Expenditures for Municipality	Yes	No	Yes	No	No	No
Environment	Increase Environmental Quality (Air, Water, and Land)	Yes	Yes	Yes	Yes	Yes	Yes
	Decrease Resource Consumption	No	No	No	No	No	No
	Increase Resource Recovery	Yes	Yes	Yes	Yes	Yes	Yes
Quality of Life	Increase Income Opportunity for Residents (cost savings/extra income)	Yes	Yes	No	Yes	No	No
	Increase Open Spaces or Connections Between Them	No	No	No	No	No	No
	Increase Neighborhood Aesthetic Standards	No	No	No	No	No	No
Summary	Yes	5	4	3	4	2	2
	No	4	5	6	5	7	7
Meets Criteria?		Yes	No	No	No	No	No

### Food Waste Recovery System for Residential

#### 1. Economic

Increase Job - Yes, the program will expand and may need additional staffs

Increase Tax Revenues - No, it will not increase tax revenues.

Decrease Expenditures - Yes, it will reduce the cost of tipping fee for landwill as the amount of garbage going there will be diverted as food waste.

#### 2. Environment

Increase environmental quality - Yes, will turn food waste to something else that can be useful

Decrease resource consumption - No, will not affect how people consume resources

Increase resource recovery - Yes, will reduce the amount of waste going to landfill

#### 3. Quality of Life

Increase income opportunity - Yes, additional jobs

Increase and connect open spaces - No

Increase aesthetic standards of neighborhoods - No, additional bin may cause nuisance

### Industrial and Commercial Food Waste Recovery Policies

#### 1. Economic

Increase jobs - Yes, potential new business to serve the industrials and retailers

Increase tax revenues - No

Decrease expenditures - No



## **2. Environment**

Increase environmental quality - Yes, will turn food waste to something else that can be useful

Decrease resource consumption - No

Increase resource recovery - Yes, will reduce the amount of waste going to landfill

## **3. Quality of Life**

Increase income opportunity - Yes, might create new jobs

Increase and connect open spaces - No

Increase aesthetic standards of neighborhoods - No

## **Neighborhood Composting Program**

### **1. Economic**

Increase jobs - No, it is neighborhood-based program

Increase tax revenue - No

Decrease expenditures - Yes, it will reduce the amount of garbage going to the waste stream that city is managing

### **2. Environment**

Increase environmental quality - Yes, will reduce the amount of waste stored in the fuse

Decrease resource consumption - No, will not change how people consume

Increase resource recovery - Yes, will reduce the amount of waste going to landfills

### **3. Quality of Life**

Increase income opportunity - No

Increase and connect open spaces - No

Increase aesthetic standards of neighborhoods - No

## **Institutional Biodigester Investments**

### **1. Economic**

Increase jobs - Yes, need people to operate and maintain

Increase tax revenue - No

Decrease expenditures - No

### **2. Environment**

Increase environmental quality - Yes, will turn food waste to something else that can be useful

Decrease resource consumption - No

Increase resource recovery - Yes, will reduce the amount of waste going to landfills

### **3. Quality of Life**

Increase income opportunity - Yes, will create new jobs

Increase and connect open spaces - No

Increase aesthetic standards of neighborhoods - No

## Community Outreach

### 1. Economic

- Increase jobs - No
- Increase tax revenue - No
- Decrease expenditures - No

### 2. Environment

- Increase environmental quality - Yes
- Decrease resource consumption - No
- Increase resource recovery - Yes

### 3. Quality of Life

- Increase income opportunity - No
- Increase and connect open spaces - No
- Increase aesthetic standards of neighborhoods - No

## Commercial and Industrial Outreach

### 1. Economic

- Increase jobs - No
- Increase tax revenue - No
- Decrease expenditures - No

### 2. Environment

- Increase environmental quality - Yes
- decrease resource consumption - No
- Increase resource recovery - Yes

### 3. Quality of Life

- Increase income opportunity - No
- Increase and connect open spaces - No
- Increase aesthetic standards of neighborhoods - No



## Recommendation

### Food Waste Recovery System for Residential

The City of Wauwatosa will create a pilot program to collect food waste from residential areas. This pilot program will allow the city to explore best approach in curbside collection of food waste before implementing a citywide food waste collection program. The food waste recovery pilot program will be an addition to the extensive recycling program that the City of Wauwatosa currently has.

This program satisfied all aspects of the triple bottom line. In the long run, this program will likely to increase the number of jobs in Wauwatosa, especially when the program provides citywide service. The program will require additional trucks and staff hour to collect food waste in addition to solid waste and recycling collection. Collecting food waste will reduce the amount of solid waste going to landfill. This will prolong the life of the landfill and reduce the cost for tipping fee. Food waste diversion from landfills will improve the air quality by reducing the methane produced by the landfill. The product of composting food waste can also be sold as fertilizer.

#### *Short Term*

For short-term implementation, the city will focus on residential only by asking 200 volunteers from households to participate in the pilot program for one year. Ideally, the volunteers are from the same area or have the same garbage day routes. Wauwatosa is divided into ten different garbage routes. Having volunteers located from the same route will ease the collection process.

The City will pick up the food waste refuse once a week, concurrently with the garbage pick-up. To support this action, the waste truck will require some design modifications to separate garbage and food waste to the existing garbage trucks. In addition, the city needs to arrange where and how the food waste will be transferred and processed. Currently, the city is working with Purple Cow to compost the yard waste at the transfer station. The City can ask Purple Cow to process the food waste collected from the 200 households in addition to the yard waste collected. Another option is to find other



organizations that specialize in composting food waste in large scale. The weight of food waste picked-up will be recorded daily for performance measure purpose. In addition, the data will be analyzed to determine benefit and cost of the program. This evaluation is important to know what aspects need to be improved

#### *Long Term*

After implementing a citywide program for residential, the City of Wauwatosa can expand the food waste recovery program to serve commercial areas and institutions.





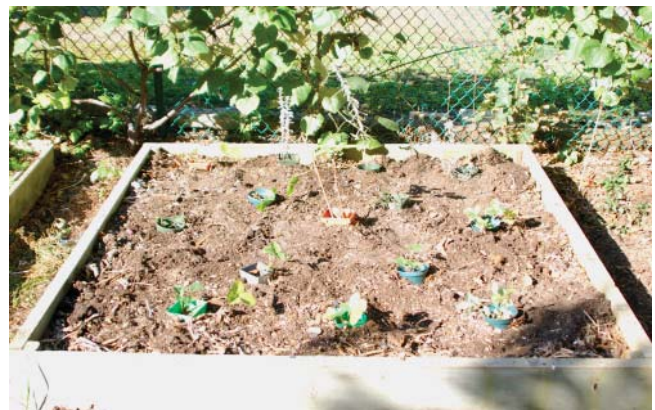
## Recommendation

### Neighborhood Composting Program

The City of Wauwatosa will create a program to provide incentives for neighborhood association to do neighborhood wide composting. This program is a partnership between the City and neighborhood associations in Wauwatosa. The neighborhood association will need to propose a location for composting facility within their neighborhood. The location can be somebody's backyard or underuse lot in the neighborhood. Besides location, the neighborhood association has to provide a contact person, "a neighborhood compost leader," who will be responsible to manage and operate the composting location. The leader will ensure that the food waste is mixed properly with the mix to prevent odor or other nuisance. The leader can be the property owner of the backyard or it can be other people from the neighborhood. The operation and management of composting facility will be supported by the city through small amount of compensation to buy tools, bins, and material needed for composting.

This program will be beneficial for the community as it will reduce the amount of food waste going to landfill, which essentially reduces the tipping fee. In addition, it will promote and nourish relationships within the community especially at neighborhood level. Compared to other types of food waste recovery systems like biodigester facilities, this program is relatively low cost and can be implemented as long as the community is willing to participate.

The challenge will be to convince the households to volunteer their backyard due to safety concerns. To ease the process, the neighborhood composting location will have posted operation hours where households can drop-in their food waste. Another challenge is health and odor concerns which can be prevented by using an enclosed container to compost. Trainings on how to compost will be provided before the composting program is started. Another challenge is to encourage participation in dropping off their food waste in the compost facility. This challenge is overcome by locating the facility within their neighborhood area. To ensure the success of this program, the city should prepare educational material that will be distributed to the participating neighborhood associations. The community leaders also play big roles in promoting this program to the community.



### **Food Scrap Recycling City of Dubuque, Iowa**

Two-year pilot project before the current model (2006-2008)

Volunteer based

Co-Composting Rule (Iowa DNR, 2006)

Yard waste composting sites allow up to 2 tons of food scraps per week to be co-composted

#### 2010 Residential Performance

- o 230 subscribers
- o 50% weekly setout rate
- o 7 pounds per week
- o 280,000 pounds of food scrap collection

#### 2010 Commercial Performance

- o 355 pounds per week
- o 22,750 pounds of food scrap collection
- 2010 School Diversion
- o 200 pounds per week (in session)
- o 34,685 pounds of food scrap collection

#### 2011 Program Fees

##### *April through November*

Residential – 13 gal GreenCart \$0.60/month

Commercial – 48 gallon Tipper Cart \$5.50/mo

Commercial - 64 gallon Tipper Cart \$8.50/mo

##### *December through March (Thursdays)*

Residential – 13 gal GreenCart

\$1.30 sticker per container or \$4.80/month

Commercial – 48 gallon Tipper Cart \$10.00/mo

Commercial - 64 gallon Tipper Cart \$15.00 / mo

FY10 revenues were \$4,300 in subscriptions and \$500 in fees

#### Collection Costs

- o Labor and trucking costs remain the same – no overtime

- o Composting tip fees - \$26.19
- o Contracted refuse tip fees - \$27.63
- o Cart costs (amortized over 7 years) - \$23.00

#### Container types for residential collection

- o Refuse – snap-on cover
- o Small container, “Kitchen Catchers” – holds 2 pounds for kitchen use



### **'Love Food not Waste' campaign - City of Eugene, Oregon**

- Partnership with local garbage haulers, commercial composters and business
- To turn food scraps into composts and crops
- Provides employee-training services to business at no cost



## **Sustainability Outreach to Community and Businesses**

As a response to public input comment in pursuing better communication, the City of Wauwatosa can create a sustainability outreach to residents and business owners. The outreach will focus on letting the residents and business owners know about what Wauwatosa currently is doing to enhance sustainability. This campaign will also improve communication between the City and public. This outreach will be implemented in two phases. The short-term phase will focus on residential and the long-term will focus on commercial. The strategy of the outreach will be altered depending upon the targeted audiences. This outreach serves as a complement to other programs. The outreach programs are potentially beneficial for the economic, environmental, or the quality of life aspects in the sustainability concept in serving both Wauwatosa's residents and business owners to be more aware about sustainability. The main purpose of the program is to encourage them to take further action in addressing this opportunity. The challenge of this program is there is no guarantee that the targeted audiences will response to the campaign, even though they are more aware about sustainability.

The existing standing committee in Wauwatosa, such as the Energy and Recycling Committee can be the main organizer of this campaign. The city staff will support the committee when needed. The committee will gather all pertinent information related to Wauwatosa's current and future sustainable efforts. Then, the committee will create specific goals that the City of Wauwatosa wants to pursue in the next 5 years. For example, the diversion rate for from landfill to recycling was 30% in December 2013. The goal can be to increase the diversion rate to 50% by 2015. After goals, the committee will create outreach material such as brochures and guidebook that are available online and in print. The material contents will highlight several innovative initiatives that are easily implemented by the residents and business owners. The brochures and guidebook will also highlight the potential benefits of sustainability initiatives such as lower cost in utilities bill for both the residential and commercial.

*Examples of contents are followed:*

- Water - benefits of using efficient fixtures, available rebate program
- Energy - tips on how to conserve energy, information about 'Energy for Tomorrow'
- Recycling - City of Wauwatosa Recycling Program's successes
- Urban Agriculture - information on how to get involved in the program
- Composting - tips on how to compost in your backyard, available composting programs

#### *Short term: residential outreach program*

For short-term implementation, the sustainability will focus on the residential area. The program includes gathering information about sustainability initiatives that residents can easily implement. Information is available online for the residents in the City's website and in brochures that can be distributed to neighborhood associations. In addition, some poster can be posted in public places like grocery stores and post offices, so more people are aware about.

#### *Long term: commercial outreach program*

For commercial and industrial outreach program, the City can gather information regarding of different initiatives, rebates, and resources that are available for business owners. The program will also reach out to businesses to provide them with alternatives of actions they can implement in order to promote sustainability in their business. The City can also provide some training and assistance for the business owners.

#### **Recycle Everything Ad Campaign New York City (2013)**

- To increase people's awareness in recyclable and reusable materials
- Goal: double recycling rate to 30% by 2017 (550,000 tons per year diverted from landfills)
- Ad campaign: print, out-of-home, radio, digital, mobile
- Partnership with major business
- Expand to include plastic recycling (50,000 tons diverted from landfills per year - \$60 million saving in taxpayer dollars)

## Summary

*After evaluating our alternatives against the criteria, we feel that this package of recommendations best satisfies the triple bottom line.*

### Recommendation Package

Increased Stormwater Runoff Standards for New Development  
Utility Rebates for Stormwater Management Best Practices  
Alternative Transportation Options for City Commuters  
Invest In and Encourage Dense Development  
Increase Use of Existing Facilities for Community Activities  
Incubator for Green, Home-Based, and Organic Business  
Urban Agriculture Task Force  
Food Waste Recovery Pilot Program  
Neighborhood Composting Program  
Sustainability Outreach to Community and Businesses

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Initiative Name		Goal	Funding	Key Players
<b>Water</b>				
1	Rain Barrels	to reduce stormwater runoff from residences by promoting rain barrel installation	barrels purchased by residents	MMSD
2	Rain Gardens for Wauwatosa	to reduce stormwater runoff from residences by promoting rain garden installation	WI DNR grant	WI DNR, City of Wauwatosa
3	Toilet Rebate Program	to replace inefficient toilets with more efficient ones	MMSD	MMSD, Ferguson Bath, Kitchen and Lighting Gallery
4	Green Roof Rebate Program	to promote the installment of green roofs in the MMSD service area	MMSD	MMSD
5	Water Use Calculator	to allow citizens to monitor water use		Public Service Commission of Wisconsin, US EPA, H2ouse.org
6	Website Information	To inform the public on water saving resources		
7	greenseams conservation plan		MMSD	MMSD, The Conservation Fund MMSD
8	Sustainability policy Statement	Affirms Commitment to act as an environmental steward		
9	Stormwater Management Best Practices Program	define the best solutions to current water problems		MMSD
10	Sustainable Water Reclamation Document			MMSD
11	MMSD Strategic Plan	To provide direction and focus for water resources in the future		MMSD
12	Landscape Design Regulations			Wauwatosa Design Review Board

Initiative Name	Goal	Funding	Key Players
<b>Transportation &amp; Mobility</b>			
1 Sidewalk Repair Program	keep sidealks in good contition		
2 School Safety Study	Aserss safety of childrens' walk to school on center and 100th streets		Ayres Associates, City of Wauwatosa
3 East Tosa North Avenue Plan			
4 Burleigh Street Triangle Redevelopment Plan			
5 Bicycle and Pedrestrian Facilities Plan			
6 Bicycle Safety Programs			



Initiative Name	Goal	Funding	Key Players
<b>Energy</b>			
1 promotion of LEED certification 2 Energy and Recycling Committee	advisory committee focused on energy consumption, recycling and waste disposal assist residents in lowering their overall consumption of energy. Educates residents on proper disposal of appliances.	Jay Kasmerchak	
3 Partership with Focus on Energy			
4 2009 stimulus dollars for energy efficiency			
5 Outpost Natural Food	use \$220,000 from 2009 economic stimulus for energy efficient initiatives Provide food that provides a healthy, diverse, and sustainable community while maintaining long term health of their organization.	Outpost Co-Op	

Initiative Name	Goal	Funding	Key Players
<b>Building</b>			
1 ABB at Innovation Campus	LEED	ABB	Zilber Group, ABB, City of Wauwatosa, Epstein Uhen, Kapur & Associates, KM Development, Pierce Engineers
2 Meijer Store The Mayfair Collection		TIF	
4 PNC Bank Branch	LEED silver		
5 MCDT Office	LEED gold		
6 Mayfair Medical	LEED silver (2011)		
7 Ronald McDonald House	LEED certification		
8 Willie G. Davidson Product Development	recertification		
9 Hawthorne Glen			
10 Mayfair Mall Liner Shops			
11 Arcade Building			
12 Church Street Historic District			
13 Dittmar-Robertson Building			
14 Dr. Fisk Holbrook Day Residence			
15 First Congregational Church			
16 Flagg Stone Masonry House			
17 Harrison Ludington Farm			
18 Home for Dependent Children Administration Building			
19 Kneeland-Walker house			
20 The Little Red Store			
21 Lowell-Damon House			
22 Milwaukee County School of Agriculture and Domestic Economy Historic District			
23 Rev. Luther Clapp Residence			
24 Thomas B. Hart House			
25 Wauwatosa Women's Club			
26 Annunciation Greek Orthodox Church			

	Initiative Name	Goal	Funding	Key Players
27	Washington Highlands Historic District			
28	First Baptist Church			
29	Latvian Evangelical Lutheran Holy Trinity Church of Milwaukee			
30	Milwaukee Psychiatric Hospital & Lorton Professional Building			
31	Ranch Historic District			
32	Underwood Memorial Baptist Church Buildings			
33	Watertown Plank Nurses Residence			
34	Muirdale Sanitarium			
35	Historic Property Reconnaissance Survey (1996)	identify buildings for National register of historic places		
36	Historic Design Guideline Manual	instruct owners of historic properties how they may or may not alter their properties in order to preserve their historic nature		
37	Wauwatosa Village District Intensive Survey	chronicle the history of the village district		
38	Wauwatosa Intensive Survey of Residential Historic Districts	highlighted significant historic neighborhoods in the city		
39	Wauwatosa Walking Tour			
40	WHEDA	provides mortgage & improvement loans		
41	Community Development Block Grant	federal grant that provides \$ for building/buying or rehabilitating affordable housing for rent or ownership or to provide direct assistance for low income people		
42	Housing Cost Reduction Initiative			
43	U.S. Veterans Administration	provides low-cost loans & other housing assistance to veterans.		
44	City of Wauwatosa Big Box Ordinance (2005)	apply specific regulations to retail developments over 50K s.f.		

	<b>Initiative Name</b>	<b>Goal</b>	<b>Funding</b>	<b>Key Players</b>
45	Land Use Objectives from 2008 Comp Plan	"Plan for a future land use pattern that accomodates the City's future population, job growth, preserves the character of the city's neighborhoods, encourages well-planned and attractive development, helps maintain property values, minimizes land use conflicts and advances environmental sustainability".		
46	working with regional agencies	to ensure that major new development is adequately served with power, utilities and transit		
47	Planned Mixed Use	create more opportunities for live work environments		
48	identification of the importance of mixed use centers			
49	promote high quality retail & small locally operated businesses	increase density, increase foot & bike traffic, maintain historic aesthetic		
50	mixed use areas as a provision for concentrated activity	create nodes of concentrated activity that integrate people with jobs, services & shopping in a pedestrian friendly environment		
51	Plan recommendation for mix of housing options	"Provide a variety of housing types at a range of densities, designs, and costs to accomodate a wide range of lifestyles and life stages		
52	"complete neighborhoods"	encourage neighborhoods that are comprised of a mix of housing, businesses, services, jobs, recreation, education and other community facilities to increase the ability of residents to meet their day to day needs within their neighborhood and reduce demand for vehicle trips		
53	encouragement of "green buildings"	promote energy efficiency		
54	encouragement of installing "cool roofs"	educate on the use of roofing materials that assists in mitigating the 'heat island' effect. Reflective roofs, neutral color (white or beige), or green roofs (which also assist in stormwater management techniques)		
55	improved property maintenance on E. North Avenue Corridor			
56	marketing program for existing low-priced spaces in vacant and under utilized buildings	increase commercial density & attract more small local businesses		

	<b>Initiative Name</b>	<b>Goal</b>	<b>Funding</b>	<b>Key Players</b>
57	Redevelopment of blighted & vacant buildings	mitigate the high business turnover identified by the North Avenue Plan		
58	ensuring long term viability & visual appearance of buildings			
59	North Avenue Plan Design Guidelines	have East Tosa Trade District adopt design guidelines as performance standards for new developments and retrofits.		
60	land use changes to accomodate increasing residential & commercial density			
61	the village center			
62	the enclave			
63	Outpost Natural Food	Provide food that provides a healthy, diverse, and sustainable community while maintaining long term health of their organization.		

Initiative Name	Goal	Funding	Key Players
<b>Human Capital</b>			
1 Before and After School Programs/ Child-Oriented	Child care services before and after school		
2 4-H	Fueled by university-backed curriculum, 4-H'ers engage in hands-on learning activities in the areas of science, healthy living, and food security.		
3 Parents for Equity	A forum for parents of minority students to provide input and collaborate with the District in our efforts to provide the best opportunities for minority students.		
4 Education Foundation of Wauwatosa	To generate financial resources that will allow Wauwatosa public schools to provide the highest quality educational experience and prepare students for a successful future.		
5 Science, Technology, Engineering, and Math (STEM) Club	The goal is to cultivate students who are: Critical Thinkers, Effective communicators, Innovators, Problem Solvers, Effective collaborators, Self-Directed Learners, Informational and Media Literate, Globally Aware, Civic Minded and Engaged, Financially and economically Literate		
6 Wellness in Tosa Schools (WITS Committee)	The committee is concerned with the physical health and wellbeing of the children in Wauwatosa. The committee looks out for the health of children attending Wauwatosa schools, and provides information resources on a webpage.		
7 Tosa United	To prevent underage drinking, tobacco, and drug use, and to protect youth from these influences.		
8 Tosa Community Food Pantry (St. Bernard's Church)	Provide food for those who cannot provide for themselves		
9 Tosa Cares (Tosa for Kids)	Food pantry for needy residents		
10 Share Food Co-op			
11 Father Gene Help Center	Clothing for Needy		
12 Bottomless Closet	Free clothing for interviewing and jobs with agency referral		
13 American Red Cross	Helps in case of fire or flood		
14 Goodwill			
15 Pathfinders	24-hr crisis line and shelter for ages 12-17		
16 Walker's Point	24-hr crisis line and shelter for ages 11-17		
17 Community Advocates			



	<b>Initiative Name</b>	<b>Goal</b>	<b>Funding</b>	<b>Key Players</b>
18	Milwaukee Women's Center	Assistance for women-domestic abuse situations		
19	Domestic Abuse Hotline (Bilingual)			
20	Sexual Assault Treatment Center			
21	Safepath	Sexual abuse assistance for teens		
22	Child Abuse and Neglect Bureau of Child Welfare			
23	Parenting Helpline			
24	Latina Resource Center			
25	Catholic Charity Immigration Project			
26	Centro Legal Por Derechos Humanos, Inc.			
27	Council for the Spanish Speaking, Inc. Social Services			
28	Hmong-American Friendship Association			
29	International Institute			
30	Eldercare-24 Hour Resource Center			
31	Healthcare for the Homeless			
32	Greater Milwaukee Free Clinic			
33	Froedert Hospital			
34	Aurora Sinai Medical Center			
35	Sixteenth Street Community Health Center			
36	Badgercare			
37	Katie Beckett			
38	Legal Advocacy			
39	Community Advocates			
40	Legal Action / Aid			
41	North Avenue Neighborhood Alliance	To maintain the vitality of the businesses on North Avenue from 60th St. to 76th St.		
42	Bluemound Manor Neighborhood Association			
43	Charles Jacobus Park Neighborhood Association			

Initiative Name	Goal	Funding	Key Players
<p>44 Currie Park Estates</p> <p>45 Glenview Heights Neighborhood Association</p> <p>46 Historic Heights Neighborhood Association</p> <p>47 Jennings Heights Neighborhood Association</p> <p>48 Lowell Damon Woods</p> <p>49 Ludington Commons</p> <p>50 Tosa East Towne Neighborhood Association</p>	<p>To provide a welcoming and nurturing environment and to maintain the quality of life and sense of community through shared interests and neighborly interaction.</p>		
<p>51 Pabst Park Neighborhood Association</p>	<p>They try to connect citizens with other citizens in the neighborhood, and encourage social interaction and networking.</p>		
<p>52 Park Ridge Neighborhood Association</p>			
<p>53 Parkway Estates Neighborhood Association</p>			
<p>54 Pasadena Neighborhood Association</p>	<p>It serves Wauwatosa residents who live between North Avenue and Center Street from Wauwatosa Avenue (76th Street) to Swan Boulevard (92nd Street).</p>		
<p>55 Quarry Heights</p>	<p>The goals of the Quarry Heights Neighborhood Association, reinvigorated in summer 2011, are to bring residents together socially and to act on issues affecting neighborhood livability and quality of life.</p>		
<p>56 Inglewood Heights Neighborhood Association</p>	<p>The Neighborhood Association was established to strengthen our residents' quality of life, to energize neighborhoods, and to encourage involvement in our community.</p>		
<p>57 Washington Highlands Neighborhood Association</p>	<p>The Washington Homes Association is a strong and conscientious organization that manages the affairs of the community and preserves its distinctive atmosphere.</p>		

	<b>Initiative Name</b>	<b>Goal</b>	<b>Funding</b>	<b>Key Players</b>
58	Olde Hillcrest Neighborhood Association	We are a neighborhood association dedicated and determined to make our neighborhood a friendly, fun, and safe place to live.		
59	Sheraton Lawns			
60	Swan Park Neighborhood Association			
61	Tosa Heights Neighborhood Association	Our goals are to bring neighbors together with community and social events, provide safer neighborhoods for families and strengthen the quality of life for residents and the community as a whole.		
62	Wauwatosa Village Neighborhood Association			
63	Wellauer Heights Neighborhood Association			
64	Wellaur Park Neighborhood Association	To connect neighbors in the Village of Wauwatosa with each other, with resources from in and around the neighborhood, and with area businesses.		
65	WEST TOSA Neighborhood Associations			
66	Lovers Lane Estates			
67	Fisher Woods Neighborhood Association			
68	Mayfair Park Neighborhood Association			
69	Wauwatosa Chamber of Commerce	The Wauwatosa Chamber of Commerce is a business association representing companies in and around the west suburban Milwaukee community. WCC has been actively representing members since 1939.		
70	Leadership Development			
71	Wauwatosa Economic Development Corporation (WEDC)			
72	Wauwatosa Economic Development Division			

	<b>Initiative Name</b>	<b>Goal</b>	<b>Funding</b>	<b>Key Players</b>
73	Village of Wauwatosa Business Improvement District	Since 1994, the Village of Wauwatosa Business Improvement District (B.I.D.) has existed with the primary goal of increasing traffic and activity within Wauwatosa's historic Village sector. The B.I.D. also promotes and cultivates the unique image of the Village.		
74	City Department of Community Development			
75	Revolving Loan Fund	Improve existing businesses and business neighborhoods in the City of Wauwatosa. Increase the number of individual businesses within the City of Wauwatosa. Increase jobs and job opportunities within the City of Wauwatosa.		
76	Community Development Block Grant (CDBG)	facilitate blight elimination or the generation of new employment within the community		
77	Tax Incremental Financing (TIF)	attract new development, rehabilitation/conservation, industrial, mixed-use, eliminate blight and environmental remediation.		
78	Environmental Protection Agency (EPA) Brownfield Assessment Grants	The goal of these assessment grants is to understand the nature of contamination at brownfield sites in Wauwatosa and facilitate their cleanup and redevelopment.		
79	Energy Efficiency Community Block Grant (EECBG)	reduce fossil fuel emissions, reduce total energy use, and/or improve energy efficiency		
80	Bryant and Stratton College	As a private, personalized college, we can focus on the success of the individual student and provide a supportive, friendly environment for higher learning.		
81	Wisconsin Lutheran College	The college is committed to providing quality teaching, scholarship, and service that are rooted in Holy Scripture; promoting the spiritual growth of students, faculty, and staff; and preparing students for lives of Christian leadership.		

Initiative Name		Goal	Funding	Key Players
<b>Food System</b>				
Initiative Name		Goal	Funding	Key Players
1	Wauwatosa Beautification Committee	a Gardening Angel & help beautify Wauwatosa		
2	BACKYARD CHICKENS			
3	"Caring for Creation" movement	care for environmental issues, including community gardens, recycling, clean-up		
4	Tour Community Gardens and Urban Agriculture 2012	explore Milwaukee's west side and a large community garden in Wauwatosa.		
5	Grocery Stores		Private	Sendik's Food Market, Outpost Natural Foods Co-Op, Pick'n Save, Metcalfe's Market, ALDI Wauwatosa
6	Tosa Farmers Market			
7	Urban Fresh Inc			
8	Firefly Ridge Garden Rental			Milwaukee County Cooperative Extension
9	Urban Agriculture Bee Center			
10	Rain Gardens for Wauwatosa			City of Wauwatosa

Initiative Name	Goal	Funding	Key Players
<b>Resource Recovery</b>			
1 Computer Solutions & Service, Inc.	accept recycling material		Private
2 Fiber Options/Recycling Services	accept recycling material		Private
3 OSI ENVIRONMENTAL, INC	accept recycling material		Private
4 Dual Use	To process garbage and recycling at the same station		City of Wauwatosa DPW
5 Garbage pick-up			City of Wauwatosa DPW
6 Recycling Collection Service			City of Wauwatosa DPW
7 Recycling Encouragement Program			City of Wauwatosa DPW
8 Yard Material collection			City of Wauwatosa DPW
9 Recycling Drop-Off Center			City of Wauwatosa DPW
10 City of Wauwatosa Municipal Composting Facility			City of Wauwatosa DPW
11 Fall Leaf Collection			City of Wauwatosa DPW
12 <i>Grass Clippings composting</i>			City of Wauwatosa DPW
13 Christmas Tree Pick-up			City of Wauwatosa DPW
14 Backyard Collection Service			City of Wauwatosa DPW
15 Other Collection Services			City of Wauwatosa DPW
16 Household Hazardous Waste (HHW) Mobile Collection			City of Wauwatosa DPW
17 HHW Drop off site			City of Wauwatosa DPW
18 Special Collection Services			City of Wauwatosa DPW
19 Special Collection Services			City of Wauwatosa DPW
20 Free Recycled Products			City of Wauwatosa DPW



Initiative Name	Goal	Funding	Key Players
<b>Catalytic Projects</b>			
1 UWM Innovation Campus	Innovation Campus is a place where business and industry meets academic research to launch intellectual property for the new century.	Federal Grant, Tax Incremental Financing	UWM Real Estate Foundation, University of Wisconsin-Milwaukee, City of Wauwatosa, Economic Development Administration, U.S. Department of Commerce, Milwaukee County Executive and Board of Supervisors
2 Burleigh Triangle (Mayfair Collection)	The Mayfair Collection offers the entire metro Milwaukee area the best names in fashion, athletics, cosmetics, and hospitality in one convenient location.	Construction Loan, \$8.5 Million in TIF from Wauwatosa, \$2 Million forgivable loan, \$1.2 Million administrative costs	Private Developer HSA Commercial Real Estate, Premier Design Build Group, TOA Architecture, Urban Design
3 Mayfair Mall	Exciting shopping, dining, and entertainment in Wauwatosa, WI	Private	General Growth Properties, Various retail and commercial tenants (Anchors Macy's, Boston Store, Barnes and Noble, Nordstrom)

Initiative Name	Goal	Funding	Key Players
4 Milwaukee County Research Park	MCRPC will nurture technology-based companies, strengthen Milwaukee County's business base, create new employment opportunities, and facilitate technology commercialization.	\$4 million from Milwaukee County in "Seed Capital" \$10 million in TIF from City of Wauwatosa. Proceeds from the sale or lease of land, tax disbursements, grants, and rent and fees from a business incubator have funded operations	University of Wisconsin-Milwaukee, Marquette University, Medical College of Wisconsin, Milwaukee School of Engineering, Milwaukee Area Technical College, GE Healthcare, 115 businesses in the park
5 Milwaukee Regional Medical Center	Our goal as a hospital system in Milwaukee, Wisconsin, is to add value to our member organizations through increased collaboration, by sharing information and experiences and by exploring opportunities to streamline financial and service delivery structures. Our six member entities, as part of our Wauwatosa hospital complex, share a common mission of excellence in patient care, medical education, life science research, and community service.		Blood Center of Wisconsin's Blood Research Institute, Children's Hospital and Health System, Curative Care Network, Froedtert Hospital, Medical College of Wisconsin, Milwaukee County Behavioral Health Division

## YOU ARE INVITED (Please RSVP below)

### Gathering Your Input

The City of Wauwatosa is currently working with UWM to develop a proposal that will help make Wauwatosa a more efficient community. We will present efficient actions in Wauwatosa and seek your opinions on potential future initiatives. Your input will play a key role in shaping and ensuring the success of our proposal.

**Please RSVP to which meeting you are planning to attend below:**

March 19, 2014 at Fire Station 51 (1601 Underwood Ave)

March 20, 2014 at Police Station (1700 N 116th St)

Unable to come

**Name**

**Email**

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 11.**

**DATE:** December 16, 2019

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Discussion and Possible Action to Support the Restoration of Eminent Domain Rights to County Boards, City Councils, Village Trustees, Town Boards and the Wisconsin Department of Transportation [Grosch]

***BACKGROUND:***

The Pewaukee Bike & Pedestrian Planning Committee passed a motion at their September 18<sup>th</sup> meeting asking the Common Council to pass a resolution supporting the efforts of the Coalition to Restore Eminent Domain for government entities, (i.e. rescind restrictions of ACT 59) for bike and pedestrian ways in the state of Wisconsin. The 2017 budget bill, Act 59, amended Wisconsin's Eminent Domain Statute to prohibit the authorities to use the power of condemnation that power to establish or extend recreational trails, pedestrian ways, bicycle way, or bicycle lanes. Currently, over 20 pedestrian projects from across the state have been delayed, leading to continued unsafe conditions, increased project costs, and stunted economic growth.

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

Eminent Domain Handout

# A safer, healthier, more prosperous Wisconsin: Restore eminent domain for pedestrian and bike paths



The 2017 budget bill, Act 59, amended Wisconsin's Eminent Domain Statute to prohibit the authorities to use the power of condemnation to establish or extend recreational trails, pedestrian ways, bicycle ways, or bicycle lanes. Currently, over 20 pedestrian projects from across the state have been delayed, leading to continued unsafe conditions, increased project costs, and stunted economic growth.

## 1. Pedestrian paths and infrastructure are a public safety issue, and it's getting worse.

- 2017 was a record year for pedestrian fatalities in Wisconsin. <sup>1</sup>
- 2018 saw national pedestrian deaths increase by 4%, cycling deaths increase by 10%. <sup>2</sup>
- Road traffic injuries are now the single biggest cause of death for children and young adults, and more than half of all traffic deaths are pedestrians, bicyclists, and motorcyclists. <sup>3</sup>

## 2. Pedestrian and bike paths create jobs.

- Each year, road and mountain biking supports 13,505 jobs in Wisconsin. <sup>4</sup>
- \$84 million in local taxes are collected annually in Wisconsin from the biking industry. <sup>5</sup>

## 3. Wisconsin homeowners are losing millions on potential increased property value.

- Access to pedestrian infrastructure increases property values.
- After completion of the Indianapolis Cultural Trail, property values increased by \$1 billion, and local businesses reported more customers and higher sales. <sup>6</sup>
- On a national scale, the values of homes in areas with "above-average" access to active transportation are higher than those of comparable properties by as much as \$34,000. <sup>7</sup>
- Since the opening of the 3.5-mile (5.6km) Katy Trail in the Uptown neighborhood of Dallas in 2006, property values have climbed nearly 80 percent, to \$3.4 billion, according to Uptown's business improvement district. <sup>8</sup>

## 4. Pedestrian infrastructure attracts millennials—a vital future workforce.

- Wisconsin's workforce is aging and our state's economic future depends on keeping young people here. <sup>9</sup>
- Businesses in Indianapolis saw an increase in customers and revenue, leading to the creation of jobs after the completion of the Indianapolis Cultural Trail. <sup>10</sup>
- 75 percent of Wisconsin college students believe it is "very important" or "somewhat important" to them to live in a place with non-driving transportation options after graduation. <sup>11</sup>



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**5. Bike and pedestrian paths create a healthier population and a healthier workforce.**

- Investments in regional trails have shown to save on overall healthcare costs.<sup>12</sup>
- A recent study found bicycle commuting is associated with a lower risk of serious disease and a longer life span.<sup>13</sup>

**6. The current law is delaying approved projects all over the state.**

- **Loss of tourism revenue.** In Vilas County, the completion of the River Trail would boost that tourism economy by providing more opportunity for long-range biking.
- **Less flexibility and increased costs.** Kenosha County estimates costs will increase \$116,000 for one project due to the eminent domain law change.

**7. Bike and pedestrian paths generate economic growth and tourism.**

- The annual economic impact of cycling in Wisconsin is \$2.5 billion.<sup>14</sup>
- Studies have shown that businesses located on streets that prioritize walking and biking enjoy a boost in retail sales of 10-25 percent.<sup>15</sup>
- Tourists from out-of-state spend \$535 million on cycling in Wisconsin annually.<sup>16</sup>

**8. The current law leaves Federal dollars unspent.**

- Federal money that will make Wisconsin a better place to live and work is sitting unspent.
- Winnebago County passed up potentially \$1 million in Surface Transportation Project funds due to the eminent domain law change.

**9. Wisconsin's Eminent Domain Law has a robust process that protects the private landowner:**

- A Determination of Necessity
- Mandatory good faith negotiations with affected property owners
- Owner entitled to obtain appraisal at no expense
- Right of appeal including award of attorneys' fees to owner if offer is inadequate
- Just compensation to property owners for their affected property

**Saved lives.  
Improved health.  
Economic growth.**

**Restore the benefits of Eminent  
Domain to protect Wisconsin's  
most valuable resource; its people.**

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**References**

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**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 12.**

**DATE:** December 16, 2019

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Discussion and Possible Action to Approve **Resolution 19-12-30** Revising the 2020 Residential Impact Fee to \$993.00 [Klein]

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

Resolution 19-12-30

**RESOLUTION 19-12-30**  
**A RESOLUTION TO AMEND THE 2020 FEE SCHEDULE**  
**FOR THE CITY OF PEWAUKEE**  
**PURSUANT TO SECTIONS 62 AND 236 OF WISCONSIN STATUTES**

**WHEREAS**, the City of Pewaukee Common Council has created a City Code of Ordinances; and

**WHEREAS**, the City of Pewaukee requires certain fees for services provided by the city as currently outlined in the sections of the Municipal Code; and

**WHEREAS**, the City Common Council has an obligation to the taxpayers in the City of Pewaukee to establish fair fees, cash bonds, and letters of credit requirements to offset the services and actual cost of City employees for review and inspection; and

**WHEREAS**, the City of Pewaukee adopted the 2020 Fee Schedule on November 18, 2019 through the passage of Resolution 19-12-24; and

**WHEREAS**, the City of Pewaukee decides from time to time, these fees for such approved activities within the City may be modified by the City Common Council by resolution.

**NOW THEREFORE**, the Common Council of the City of Pewaukee, **DOES HEREBY RESOLVE AS FOLLOWS**:

**SECTION 1: SCHEDULE OF FEES.**

The following shall be modified the Schedule of Fees for services provided by City of Pewaukee personnel:

<b>A. RESIDENTIAL BUILDING PERMITS/FEES - (Chapter 14 and Chapter 17)</b>	
8. Impact Fee – Also Zoning Ordinance §17.0302	
<b>Total Residential Impact Fees \$993.00</b>	
Total Non-Residential Impact Fees .24¢ per square foot	
➤ Impact Fee to be used for Parks, Playgrounds and Athletic fields:	
○ Residential buildings:	<b>\$601.00/ dwelling unit</b>
➤ Impact Fee to be used for Fire and Rescue facilities:	
○ Non-residential buildings:	.03¢ / square foot
○ Residential buildings:	\$30.00 / dwelling unit
➤ Impact Fee to be used for Hike/Bike Trails:	
○ Non-residential buildings:	.12¢ / square foot
○ Residential buildings:	\$362.00 / dwelling unit

**SECTION 2: EFFECTIVE DATE.**

This resolution shall take effect upon passage and posting or publication as provided by law.

Dated the 16<sup>th</sup> day of December, 2019.

CITY OF PEWAUKEE

ATTEST:

\_\_\_\_\_  
Scott Klein, Mayor

\_\_\_\_\_  
Kelly Tarczewski, Clerk/Treasurer

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM •**

**DATE:** December 16, 2019

**DEPARTMENT:** Employee Services

**PROVIDED BY:**

***SUBJECT:***

- §19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically related to the Public Works Director.

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***